



## **POSITION DESCRIPTION EXECUTIVE DIRECTOR**

### **OPPORTUNITY**

Keystone House seeks a strategic, hands-on Executive Director with demonstrated leadership and fundraising experience. The Executive Director leads a team of 28 full- and 17 part-time employees and manages the organization's \$3.0 million budget. S/he must be able to oversee fundraising, programming, community relations, and financial activities. The Executive Director reports to the Board of Directors and works closely with the board chair and board committee leaders. This position requires an individual who can build and maintain strong relationships with funders and other community leaders and who has excellent management experience. The candidate should also have expertise in mental health, specifically adults with psychiatric disorders.

Founded in 1972, Keystone began with one home that served 10 clients. The organization grew significantly over the years; in 2020 the agency served 175 clients. For 50 years, Keystone House has been all about its clients. They come from all walks of life and have very different backgrounds. Some have high levels of education, some do not. Others have been very disabled by their illnesses, while others haven't. No matter who they are or what their background is, Keystone staff's goal is to help each client live their best lives and meet their personal goals.

### **MAJOR RESPONSIBILITIES**

#### **Leadership & Management:**

- Provide leadership and vision to ensure the effective operations and delivery of quality programs.
- Maintain an organizational culture that attracts, develops, motivates, and retains excellent staff.
- Ensure consistent quality of finance and administration, fundraising, communications, and systems.
- Leverage systems and processes to ensure program excellence and accountability.

**Fundraising:**

- Energize current funders and cultivate new donors working with the board and Director of Development.
- Speak publicly to create a level of excitement about the mission and vision of the organization.
- Assist with planning and execution of special events and annual appeal.

**Communications & Advocacy:**

- Serve as a strong community spokesperson delivering a clear and compelling message of the Keystone House's work.
- Raise the visibility of the organization by articulating an inspiring vision and engaging critical stakeholders, including donors, community leaders, and government officials.
- Strengthen collaborative partnerships with other mental health organizations and agencies.

**Finance & Compliance:**

- Oversee development and management of annual operating and capital budgets.
- Work with the board and CFO to monitor the budget and ensure sound financial controls are in place.
- Negotiate government and other system contracts.
- Oversee and ensure compliance with state and federal non-profit corporation and accreditation requirements.
- Knowledge of and ability to comply with applicable compliance laws and regulations of the State of Connecticut.

**Governance:**

- Report to Board of Directors on progress of programs and financial status.
- Work collaboratively with board members to set and achieve the Keystone House's strategic direction.
- Engage the board in fundraising efforts.
- Regularly educate the board on the mental health landscape, and organizational programs and initiatives.
- Support board member recruitment and orientation.
- Support board committees and attend meetings as needed.

**EXPERIENCE**

Experience in clinical and crisis management strongly preferred for this leader. Minimum of 10 years of increasingly responsible leadership positions. A solid understanding of the nonprofit sector and/or governance, including fiscal management and business operations. Track record of success in organizational growth and development, and private fundraising.

### **EDUCATION**

An advanced degree in the field of social work, mental health, and/or public administration is required. An LCSW is strongly preferred.

### **PERSONAL ATTRIBUTES**

Mission-driven leader with a high level of integrity and positivity who possesses strong verbal and written communications skills. Strong administrator with a proven track record of leading and motivating a team of committed staff. A strategic, collaborative, and thoughtful steward of the agency able to envision a bright future.

### **COMPENSATION**

The position is a full-time salaried position with benefits. The salary range is \$165,000-\$175,000 and dependent on relevant qualifications and experience.

### **EQUAL OPPORTUNITY EMPLOYER**

Keystone House is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

We are only considering resume & cover letters submissions via email.  
All cover letters and resumes should be sent to [KeystoneHouseEDSearch@gmail.com](mailto:KeystoneHouseEDSearch@gmail.com).

Please name your documents as follows:  
LAST NAME – COVER LETTER and LAST NAME – RESUME  
Resumes and cover letters will be accepted until December 31, 2021.

Visit Keystone House's website at: <https://www.keystonehouse.org>