



Job Description

President & CEO, Continuum Companies

The President acts as the Chief Executive Officer for the Continuum Companies: Continuum of Care Inc. (inclusive of the following HUD 811 companies: Margaret B Mack Supportive Housing, Sheldon Terrace Supportive Housing, Supported Housing of Wethersfield and Supportive Housing of West Hartford, Continuum Management Corp, and Continuum New Markets LLC).

This top-level executive leads the growth and development of the agency, ensuring it is capable of delivering on its long-term vision. The President & CEO ensures Continuum's fiscal, operational, human resource, technological, programmatic, marketing and fundraising strategies are effectively implemented across all segments of the agency. Responsibilities include carrying out policies and procedures and managing overall operations, including personnel supervision and administration, financial management oversight, creating the annual budget and initiating actions that may be needed as recommended in the annual audit. The President & CEO serves an important role in Board training and development, in executing the goals of the agency as set forth in the strategic plan and in carrying out the agency's mission. To learn more visit: <https://www.continuumct.org/>

ESSENTIAL JOB FUNCTIONS

Administrative Leadership/Management

- Provide leadership for the achievement of Continuum's mission and strategic goals in a manner that is consistent with its guiding principles.
- Identify and pursue opportunities to expand programs and services urgently needed by the special populations served by Continuum.
- Monitor programs and activities to ensure that they are in keeping with the mission of Continuum.
- Provide strategic leadership for all administrative and operational functions of the organization.
- Identify and address staffing requirements for efficient operations, and maintain a strong work culture that attracts and retains people while driving the organization's mission forward.
- Within a team approach, work as a key member of the Executive Management team, formulating policies and procedures, strategizing and facilitating solutions for current challenges, designing and implementing a strong DEI culture throughout all of Continuum.

Board Administration and Support

- Work closely with the Board and its committees to assess and address issues affecting the organization.
- Support operations and administration of the Board of Directors by advising and informing Board members, interfacing between staff and Board, supporting the Board's evaluation of the Chief Executive Officer.
- Assist the Board of Directors in developing and maintaining a strong, effective Board by recruiting, orienting, and involving active leaders from diverse backgrounds.
- Partner with officers of the Board in evaluating the performance of members and adherence to the policies and procedures of the Board of Directors.

Financial, Tax Exemption, Risk and Facilities Management

- Ensure the organization's financial stability and sustainability by maintaining a healthy cash flow, adequate reserves, and a positive financial position.
- Ensure the overall fiscal integrity of the organization and maximum utilization of resources and financial positioning.
- Work with Chief Financial Officer to build and administer the annual budget for Board approval.
- Provide to the Board monthly and annual financial reports; prudently manage, in conjunction with the Chief Financial Officer, the organization's assets within those budget guidelines and in accordance with organizational bylaws, policies and procedures, current laws and regulations.

Organizational Management

- Ensure successful implementation of all policies and programs of the Organization.
- Effectively recruit and provide leadership, direction, coordination and evaluation of the Executive Management Team.
- Lead the Executive Team by promoting a culture of excellence that comes from supporting autonomy, creativity, collaboration, inclusion, equity, respect and continuous professional training and mentoring so as to attract, motivate and retain highly capable professional staff at all levels of the organization.
- Develop and sustain a "Leaderful Model" that promotes mentoring of all management staff to achieve their professional goals, thus ensuring the sustained strength and future success of Continuum.
- Motivate staff, ensuring appropriate and creative processes, staff development, performance management, compensation, and benefits.
- Evaluate and track the success of the agency in reaching its goals.

Community and Public Relations

- Serve as the chief spokesperson for the organization, actively working to raise awareness of organization's mission and advocate for the individuals served.
- Present Continuum effectively to the general public, other not for profit organizations, businesses, faith and civic organizations, local, State and Federal stakeholders.
- Elicit Federal, State and local legislators in advocating/providing testimony for increased funding to sustain current programs. Represent Continuum at State and local committees, workgroups and coalitions.

Resource Development

- Support the Board by developing a robust fund development partnership with the Chief Fund Development Officer in conjunction with the Board's Fund Development Committee.
- Oversee planning and implementation of fund raising, including identifying resource requirements, researching funding sources, establishing strategies to reach funders, submitting proposals and administering fundraising records and documentation.

Expand the Organization

- Continue to responsibly expand Continuum to meet the ever-growing needs for services to individuals and Veterans in need of mental health, autism, intellectual disabilities, substance use and crisis stabilization services throughout the State of CT and Rhode Island.
- Assure the organization is poised and prepared to design and implement new Best Practice Programs.

QUALIFICATIONS

- Minimum of a Master's Degree in social work, clinical or administration, Master of Public Administration or related field, or MBA with strong experience in not-for-profit administration.
- A minimum of twenty (20) years of demonstrated progressively responsible experience at an executive level in not-for-profit management.
- Experience in all of the following areas is required:
 - Financial management and budgeting
 - Human resource management
 - Organizational development
 - Facilities and IT
 - Clinical practice
 - Affordable housing development (HUD, DECD, Bond Funding, tax credits)
 - Basic knowledge of real estate/property acquisition
 - Fundraising
 - Quality and compliance

THE IDEAL CANDIDATE WILL ALSO BE

- Able to lead a staff team and be part of the team, develop staff as independent contributors, manage multiple tasks, and remain humble at all times.
- A strong leader who creates novel solutions to address both strategic and tactical challenges.
- Skilled at building consensus across multiple constituencies.
- Able to effectively allocate time.
- A compelling communicator, speaker, and writer.
- Dedicated to fostering inclusivity and equity.
- Knowledgeable of the New Haven and the state of Connecticut landscape.

COMPENSATION AND BENEFITS

The position is a full-time salaried position with comprehensive benefits including medical, dental, vision; life and long-term disability insurance; 401K; and generous vacation and PTO time. The salary range is \$310,000-\$370,000 dependent on relevant qualifications and experience.

EQUAL OPPORTUNITY EMPLOYER

Continuum of Care 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.

TO APPLY

We are only considering resume and cover letter submissions via email. All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “**Last Name Cover Letter and Resume**” to COCLeadershipSearch@gmail.com. Resumes will be accepted until April 5, 2024.

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