

EAST HOUSE CORPORATION  
Job Description

**Title:        President/CEO**

**Function:**

- Serves as the chief executive officer of the agency.
- Demonstrates a commitment to the East House mission and values including cultural competence and service excellence.
- Is responsible for leadership and management of agency staff and agency operations
- Works with the Board Chair to provide leadership and support to the Board and its activities.

**General Duties and Responsibilities:**

1. Directs and formulates the plan for achieving the agency's mission, strategy, goals and objectives.
2. Responsible for the recruitment, selection, supervision and development of the vice president, finance director, human resources director and director of development and community relations.
3. Responsible for providing leadership to management staff in managing personnel, finances, facilities, program services, quality assurance, fundraising and community relations.
4. Responsible for the effective, quality management of the agency including monitoring the performance of management staff in:
  - A. adherence to Federal, State, local and other regulations and standards governing the staff, programs, facilities and finances
  - B. efficient and effective use of financial management policies, procedures and practices
  - C. efficient and effective fund-raising and community relations activities
  - D. using non-discriminatory personnel policies, procedures and practices which are effective in the recruitment, retention and development of competent employees.
  - E. developing, implementing and monitoring sound risk management policies and procedures
  - F. effective planning, evaluation and use of continuous quality improvement systems
  - G. development and maintenance of an effective and efficient organizational structure
5. Responsible for providing support, policy recommendations and progress reports to the Board of Directors regarding:
  - A. annual operating budgets and financial status of the agency
  - B. program performance and effectiveness
  - C. new programs and special grants
  - D. personnel policies and benefits
  - E. annual and long-range agency plans
6. Works with Board and Committee Chairs and management staff, in providing members with:
  - A. orientation and education about the agency and its programs
  - B. staff support to the work of the Board and its Committees
  - C. relevant work plans, meeting agendas and supporting information
  - D. reports on agency activities, programs, and relationships with funding and regulatory agencies
  - E. reports on any major incidents involving program staff, facilities or clients

7. Responsible for maintaining positive and effective working relationships with: employees; Board and committee members; funding, planning and regulatory agencies; donors; clients and their families; community services providers; elected officials and the general public.
8. Responsible for representing the interests of the agency and participating in relevant community planning and professional organizations.
9. Responsible for negotiating and entering into leases and contracts, securing insurance coverage and making other purchases for approved agency programs, services and facilities within budgetary limits.
10. Responds to crises and emergencies during the normal course of business and on an on-call basis.
11. Performs other related tasks as assigned.

**Responsible to:** Chair, Board of Directors

**Minimum Qualifications:**

1. Relevant undergraduate degree in management, human services or other related field. Advanced degree and/or management and leadership training is preferred
2. Minimum of ten years of progressive experience in administration, preferably in a mental health/chemical dependency agency.
3. Experience working in a senior management/executive role with broad operational responsibilities.
4. Demonstrated personal history of ethical conduct and professional practices.

**Required Skills, Knowledge and Abilities:**

1. Demonstrated competence in personnel and financial management; resource development; strategic planning; performance management and continuous quality improvement.
2. Excellent leadership, teamwork, oral and written communication skills.
3. Demonstrated ability to work effectively as a team leader with culturally diverse employees; clients, board members; community service providers and the general public.
4. Demonstrated ability to effectively advocate for clients, quality program services, and service system changes with community services providers, regulators and funders.
5. Knowledge and experience in Monroe County and NYS mental health and chemical dependency system is preferred.
6. NYS motor vehicle license, safe driving record and the availability of a personal car for work.
7. Residence within a reasonable travel time to worksite.
8. Computer literacy

**Salary Range: \$80,000 - \$128,000**

Dependent upon relevant education, training, work experience and performance.

Approved: 2.1.08

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