

Easterseals Eastern Pennsylvania

POSITION PROFILE – PRESIDENT AND CHIEF EXECUTIVE OFFICER

November 2021

REPORTS TO: Easterseals Eastern Pennsylvania Board of Directors

BACKGROUND

Easterseals Eastern Pennsylvania started in 1928 and creates life-changing solutions for individuals with disabilities and their families in their community by increasing independence, maximizing opportunities, minimizing barriers, and enhancing quality of life.

Easterseals annually provides services to over 3,000 children and adults in Lehigh, Northampton, Berks, Carbon, Monroe, Pike, and Schuylkill counties. The agency serves children and adults with a wide range of physical and cognitive disabilities, autism, and other social, sensory, and developmental delays through the delivery of quality programs and services such as:

- Early Intervention services for children from birth to age three.
- Child development screenings.
- Outpatient therapy and specialty medical clinics.
- Autism diagnosis and ABA parent coaching.
- Community supports/habilitation for adults.
- Transition employment support for high school students.
- Camp and recreation programs.
- Respite services.

Easterseals' Administrative office is in Allentown, Pennsylvania. It has an annual operating budget of over \$4 million, 45 employees, and 50 contracted service providers.

POSITION SUMMARY

The President and CEO is accountable to the Board of Directors for all aspects of the mission, operations, and strategic direction, and is responsible for the overall management and leadership of programs, services, operations, finances, community relations, and external affairs.

The right leader for this role will be the face of Easterseals and aspire to leave a legacy that will resonate with the people of the region for years to come. This is an excellent opportunity to lead and serve a mission that impacts the lives of thousands of people who count on Easterseals for essential services and support, here in our community.

The new President and CEO is replacing a retiring leader of 20 years, entering an organization that has a solid foundation, effective culture, excellent growth and operational track record, and a strong executive team. Easterseals wishes to maintain the current strategic trajectory while seeking a leader to take the organization to its next stage of growth and success.

POSITION RESPONSIBILITIES

Promote Mission

- Actively advocate for the organization and its beliefs, and advance Easterseals reputation and brand recognition.
- Act as a liaison between the organization and the community through partnerships with government, community organizations, businesses, and funders that further the mission through cooperative efforts and strategic relationships.
- Communicate and grow brand recognition and reputation.

Ensure Continued Financial Stability

- Develop annual operating and capital budgets for Board approval, manage financial affairs in accordance with approved budgets, and provide the Board with accurate and timely financial statements.
- Regularly assess and ensure the effectiveness and sustainability of existing programs, optimize their geographic reach, drive continuous improvement, and ensure high customer and employee satisfaction.
- Identify and develop new programs in response to evolving community needs, regulatory requirements, funding availability, and collaboration opportunities.
- Manage, safeguard, and grow the network of public and private sources of funding to assure on-going revenue to fulfill the mission.

Empower the ESEP Team

- Demonstrate a commitment to a servant leadership style prioritizing the needs of the organization first.
- Ensure a high-functioning executive leadership team with clear expectations of performance, integrity, and commitment.
- Promote a culture across the organization that reflects values centered around collaboration, transparency, trust, openness, inclusion, and innovation.
- Communicate openly and effectively with the Board of Directors and assist them in identifying and recruiting new members.

POSITION CANDIDATE REQUIREMENTS

- Master’s degree preferred. Bachelor’s degree, plus evidence of significant further formal education or professional development such as a graduate degree, formal professional certifications, or completion of formal management/executive training programs.
- At least 10 years of successful management experience in an organization of similar size and complexity, ideally as a chief executive, preferably in the non-profit sector and preferably with direct accountability to a Board of Directors.
- Extensive familiarity with the legal and regulatory arena in which non-profit entities operate, coupled with in-depth knowledge of the regulatory, public policy, risks, opportunities, and funding challenges that confront organizations focused on children and adults with physical and cognitive disabilities.
- Experience managing a large workforce, including different work environments and cultures.
- Knowledge of budget development with the ability to grasp of all aspects of the organization’s finances, challenges, and opportunities.
- Experience with facility management and real estate assets.
- Solid experience in quantifying and measuring organizational performance.
- Strong business acumen, creative problem-solving abilities, innovative thinking, and capacity to envision long-term strategies.
- Exceptional executive presence, excellent written and public speaking skills with the ability to motivate others to act.
- Passion, energy, and enthusiasm for Easterseals mission, programs, and purpose.

ADDITIONAL LEADERSHIP COMPETENCIES

- Vision - while managing the agency within the reality of the present, maintain a vision of the future that anticipates change and assures sustainability.
- Strategic Thinking - proactively develop and implement innovations that advance the mission and organizational excellence.
- Executive Team Building: develop a team of internal leaders who work individually and together toward the common goal of fulfilling the mission; bring out the best in others, develop talent and delegate responsibility.
- Staying Current and Competitive: monitor, understand, and capitalize on changes in consumer needs, technology, means of communication, and other trends that show promise in maximizing mission fulfillment.
- Ethics: act with integrity, presenting himself/herself for the good of the organization, rather than for personal gain.
- Internal Culture: create and maintain a culture in which performance expectations, organizational values, and a code of ethics are communicated, understood, and followed.

APPLICATION PROCESS

Interested individuals should email a resume and cover letter that conveys why they are well suited for this position along with salary information to Ron Bolam at rtbolam@herbein.com