



Job Title: President/CEO

Reports To: Board of Directors

Status: Exempt (salaried)

Benefits: Comprehensive benefits package including medical, dental, life, long-term disability, HSA, FSA, 401 Retirement Plan with up to 6% Match, paid time off and 9 paid holidays.

ORGANIZATIONAL SUMMARY: Established in 1925, American Children's Home (ACH) has stood as a refuge for children in times of need. A licensed and accredited, 501(c)(3) nonprofit providing safe and loving homes for children in the child welfare (foster care) system. Originally founded as an orphanage by the Junior Order United American Mechanics (JOUAM), the oldest patriotic fraternity in the U.S. Today, ACH specializes in providing care for children and young people ages 0-21.

Located in the outskirts of Lexington, NC, the self-proclaimed Barbeque Capital of the World. Our campus is just 12 miles from picturesque High Rock Lake. Sitting on a historic, 200+ acre campus, six cottages offer respite for children suffering from abuse, neglect, abandonment, and exploitation. Our programs also provide family foster care and a child development center.

At ACH, our mission is to provide nurturing care to all children in ACH care. Our vision is that everyone we serve builds the foundation for a successful future. We follow the C.A.R.E. (Children And Residential Experiences) Model in our daily practices to accomplish this. Our Home cares for children as a licensed and accredited, nonprofit residential facility. As an employee, your role here supports our overall mission by providing a safe home setting for children until they are reunited with family or achieve independence. The difference you make will last a lifetime.

POSITION SUMMARY: The President is the Chief Executive position for all operations of American Children's Home and serves as the primary liaison and representative of the Board with the community. This position implements the mission of the agency and provides comprehensive leadership to affect its programs. The President/CEO reports directly to the Board of Directors and is responsible for keeping them informed and aware of the agency's fiscal, program and facilities operations.

DUTIES AND RESPONSIBILITIES:

- Build a strong and effective relationship with the Board of Directors and with the sponsoring organization including regular reports, orientation and training as needed.
- Steward a \$3.8M annual budget and a \$2.5M Investment Portfolio.
- Lead fundraising and external relations efforts, including major donor cultivation, government relations and church/community with the support and involvement of the Board to ensure adequate financial needs of the children and families served. This involves annual operating and endowment funds, and capital campaigns as needed.
- Build and lead a competent staff (management and direct staff) who support the mission and philosophy of the agency and who provide safe, secure and effective programs for children and families. Evaluate those positions responsible to the President/CEO annually.



- Provide oversight into the development and implementation of policies and procedures with the approval of the Board of Directors. Ensure quality improvement and risk management systems are developed to continually evaluate effectiveness of policy, procedure and program outcome.
- Assure the physical property is properly maintained and in accordance with current external regulations to ensure the safety of children and staff.
- Ensure a strategic planning process that is an ongoing effort, which includes Board and staff.
- Maintain compliance, performance quality improvement across complex, regulated service environments.
- Participate in the professional field, interpret trends and issues related to the agency to the Board and staff, and advocate for the needs of children and families.
- Serve as a standing member of the Performance Quality Improvement Committee.
- Perform other duties as assigned by the Board of Directors.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 6 employees within Administration and Development.
- Indirectly supervises approximately 40 employees across the agency.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS:

- Graduate degree in a human services field with a minimum of six documented years of progressively responsible experience in executive leadership preferred; or a bachelor's degree with a minimum of ten years' experience.
- 5+ years managing diverse programs and teams with a proven track record of program growth, goal attainment and strategic initiative implementation.
- Preferred 5+ years' experience with residential childcare and the foster care system, preferably within a private agency with a track record of growing a foster care program.
- Coaching and supervisory expertise with a focus on accountability and professional development for a large team of staff.
- Ability to evaluate high level staff and program effectiveness toward agency mission, vision, values, and program goals.
- Effective financial stewardship/experience managing a combined multi-million-dollar budget.
- Expertise in working with a Board of Directors and sponsoring organization.
- Proven track record in building quality relationships with donors/alumni/other stakeholders.
- Interest in and willingness to participate in the community and professional field on behalf of the agency and its programs, including frequent local/state travel with some out-of-state travel.
- Knowledge of Council on Accreditation (COA) or other accrediting body standards and process.
- Knowledge of performance quality improvement processes with the ability to analyze and interpret data for program and services improvement and outcomes.
- Knowledge of evidence-based practices with an eye toward producing measurable outcomes for residential, transitional living, child day care, and foster care programs.



- Sincere compassion and concern for children, youth, and families. Family-focused and child-centered philosophy of care.

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Communication** - Speaks clearly and persuasively in positive or challenging situations; Listens and seeks clarification; Responds well to questions; Demonstrates group presentation skills; Writes clearly and informatively at a professional level; Presents numerical data effectively; Able to read and interpret written information accurately.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Judgement** - Displays willingness to make timely decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies feedback (internal/external); Continually works to improve supervisory skills.
- **Strategic Thinking** - Understands business implications of decisions; Develops strategies to achieve org. goals; Understands agency's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Visionary Leadership** - Displays passion and optimism; Mobilizes others to fulfill the agency's mission; Provides vision and inspiration to peers and subordinates.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to work flexible hours as needed.
- Continuously required to stand, walk, and sit
- Occasionally required to bend, stoop, or kneel, push, pull, and climb stairs
- Continuously required to speak and hear
- Frequently required to type and write
- Frequently lift and/or move up to 10 pounds
- Frequently required to grasp, reach, and utilize hand and finger dexterity



- Specific visual abilities required include close vision, distance vision, peripheral vision, night vision for driving, depth perception, and ability to adjust focus
- Occasionally exposed to outdoor weather conditions

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To Apply

If you feel we may be a good fit for each other, please visit www.ach-nc.org to fill out the online application. Please submit it and then send your resume and cover letter via email to careers@ach-nc.org. Please email rather than call if you have specific questions. Employment contingent upon results of a criminal background check.