

The Arc of Cape May County is seeking a **Chief Executive Officer** to be the strategic leader and administrative officer of the agency. This position promotes, articulates, and models the philosophy, mission, and vision of The Arc. Primary responsibilities include:

### **Leadership**

- Facilitates cross-departmental collaboration and strengthens internal communications with staff throughout the organization; creates and promotes a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs;
- Works collaboratively with the Board of Directors to develop a long term vision; ensuring that the agency's fiscal, operations, fundraising, marketing, human resources, technology, and programmatic strategies are effectively implemented across all segments of the organization;
- Helps build a diverse and inclusive Board of Directors which is representative of the community, is highly engaged and willing to leverage and secure resources.

### **Management and Operations**

- Develops, maintains, and administers all agency program activities, procedures and operations in accordance with the direction and policies set forth by the Board of Directors;
- Has oversight and ultimate responsibility for all programs so as to ensure maximum benefits to individuals supported, ensuring maximum integrity for the agency and its processes. Reviews programs and services periodically and initiates/implements plans for potential agency expansion, modification or retrenchment based upon judgment and knowledge of needs to be met and funding sources available;
- Available on-call 24 hours, 7 days a week for program/people supported/agency needs as situations dictate;
- Assumes ultimate responsibility for securing the funding necessary to support the current and future operations of the agency, exercises control over budgetary matters to ensure the organization meets its financial objectives. Ensures proper use, reporting and accountability of funds to the Board of Directors, governmental agencies and other funding sources;
- In cooperation with the Chief Financial Officer, develops annual operating and capital budgets for review and consideration by the Board of Directors;
- In collaboration with the Board of Directors, formulates and executes comprehensive development strategies that will meet evolving budgetary needs; monitors progress and effectiveness of fundraising activities. Establishes, maintains, and cultivates relationships with donors, foundations, and other resources to support the organization's mission and vision; oversees fund raising through grants, public and private resources.

### **Strategic Planning and Continuous Quality Improvement**

- Is the prime driver in the implementation of the current agency Strategic Plan in collaboration with the Board of Directors, and in the development and implementation of future strategic plans;
- Supports the operations and administration of the Board of Directors by advising and informing board members, recommending policy, and providing clear and accurate reports required for the board to effectively monitor and adopt the operations, policies, and procedures of the organization;
- Prioritizes and completes assignments delegated by the Board of Directors; participates in the development of and presentation to the board of the annual agency budget for the ensuing fiscal year; acts as advisor to the Board as an ex-officio member of all committees;
- Maintains a Compliance and Continuous Quality Improvement Plan to achieve and maintain high standards in agency operations;

- Maintains Council on Quality and Leadership (CQL) international accreditation and continues to increase the quality of life for people supported by utilizing Basic Assurances, Shared Values and Personal Outcome Measures with a goal toward person-centered excellence;
- Provides outcome measures and trend reports for financial stability and continuous quality improvement to ensure historical information is available for current and future planning.

### **Team Processes and Collaboration**

- Provides opportunities for increasing community understanding of The Arc's mission; cultivates effective relationships among community and business leaders, public officials, professional organizations, governments, donors and constituents;
- Collaborates and communicates with team members, professionals, medical and clinical providers, stakeholders, community partners, family members, guardians, supervisors and coworkers to ensure ongoing engagement and cooperation with the service delivery model.

### **Bona Fide Occupational Competencies**

- Bachelor's Degree or Master's Degree, with at least ten years of senior management experience in business or non-profit administration and social services;
- Five years of progressive management experience working with people with intellectual and developmental disabilities, at least two of which shall have been supervisory in nature at a senior or administrative level;
- Knowledge in the design and supervision of programs serving individuals with intellectual and developmental disabilities, development of staff, and the application of fiscal and qualitative standards;
- Must be able to provide specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth and through industry changes;
- Excellence in organizational management with the ability to lead staff and develop high-performance teams, set and achieve strategic objectives, and strong fiscal management;
- Past success working with a Board of Directors;
- Strong fundraising experience with the ability to engage a wide range of stakeholders;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning, proven success in leadership and advocacy roles;
- Experience in the field of developmental disabilities and especially CMS operating environment.

Interested and qualified candidates are welcome to submit a confidential resume and cover letter to the Chief Human Resources Officer, Brian Sacco, at [brian@arcocapemay.org](mailto:brian@arcocapemay.org). All inquiries and nominations should be directed to Telephone inquiries will not be accepted.

The Arc of Cape May is committed to diversity, equity, and inclusion, and to cultivating and maintaining a workforce and culture that reflect the people we serve.