



Executive Director

*The Executive Director reports to the Board of Directors and is responsible for **The New Transitions Center “The Center’s”** consistent achievement of its mission and financial objectives. The Executive Director is responsible for providing leadership in the development and administration of all organizational programs and the financial and strategic plans to ensure that they all hold true to The Center’s vision, mission, and core values. A key role for the ED is to serve as The Center’s primary spokesperson to the organization’s constituents, the media, and the general public. Other key duties include fundraising, marketing, and community outreach. The ED reports directly to the Board of Directors and all current and future staff and volunteers report directly or indirectly to the ED. The ED also works closely with the former Acting Executive Director and Board Member Amber Caldwell.*

General Responsibilities:

Board Governance

- Supports the Chairperson of the Board in order to fulfill The Center’s short-term and long-term mission.
- Responsible for reporting to the Board on program decisions, fundraising and sponsorship opportunities to increase the overall viability and visibility of The Center.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Acts as liaison between the Board of Directors and The Center’s employees and volunteers.
- Support the Chairperson of the Board to help build a diverse, inclusive, and competent board to fulfill its fiduciary responsibilities through good governance.

Organization Mission, Strategy, and Operations

- Responsible for strategic planning and implementation of The Center’s programs that carry out the organization’s short-term goals and the successful fulfillment of The Center’s long-term mission.
- Responsible for cultivating networks and relationships to effectively market and communicate The Center’s mission and vision to financial supporters, corporate businesses, partnering agencies, churches, volunteers, local media, and the overall North Texas Community and beyond.
- Evaluates current programs on a consistent basis to ensure they effectively support the individuals that The Center serves; while creating new programs based upon the changing needs of the individuals, the community, and current events.

Personnel Administration/Leadership



- Responsible for the hiring, retention, management, and professional development of competent, qualified staff.
- Oversight responsibility for enlisting, engaging, rewarding, and retaining qualified volunteers.
- Responsible for ensuring employment and administrative policies and procedures for all functions and for the day-to-day operations.

Financial Performance and Viability

- Oversight responsibility for the fiscal integrity of The Center's budget (s), financial statements, and the overall financial condition of the organization.
- Oversight responsibility for fundraising efforts, donor relationships, and the pursuit of grants and other revenue streams necessary to support The Center's mission and the programs necessary to effectively serve its individuals and the North Texas Community.
- Responsible for effectively communicating The Center's mission and vision to financial supporters, corporate businesses, partnering agencies, churches, volunteers, local media, and the overall North Texas Community and beyond.
- Responsible for leading the staff in the accurate reporting of key performance and financial indicators/metrics.

Compliance

- Ensures compliance with federal, state, and local regulations.
- Ensures that The Center is in compliance with relevant state and federal laws, regulations and with standard accounting procedures.
- Stays abreast of trends pertaining to non-profit, charitable organizations.

Other duties as assigned by the Board of Directors. The ED role will continue to evolve as The Center continues to evolve and grow.

COVID-19 Staff Requirements

- ***Due to COVID19 all staff will be required to be immunized as we support an at risk and highly vulnerable population. Unless staff are medically restricted from receiving the vaccine it will be required. The Center will facilitate immunization if needed.***
- ***Staff are required to follow guidelines related to personal protective protocols such as the use of face masks and increased frequency in hand washing.***
- ***It is also expected that staff adhere to social distancing protocols outside of work to limit exposure to fellow staff and participants. It is anticipated that these guidelines will be in effect till further notice.***

Working Conditions & Physical Demands



- The position requires the ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, lift arms over head, grasp, twist, fine motor manipulations, talk, hear, and perform repetitive movements.
- The position can entail standing for significant periods of time, up to 8 hours or more at a time.
- The position may require the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- The position involves working in indoor and outdoor environments.
- The position may involve driving or transporting members.
- The position can involve managing physically aggressive clients in a calm and therapeutic manner and following proper protocol in such situations.
- The position involves being attentive and alert to the environment and member needs for work shifts that can last as long as 8 hours.
- The position requires the ability to operate a touch screen tablet and/or computer on a daily basis.
- The position may involve assisting members with basic care needs if direct care staff are not available (changing diapers on adults, cleaning peri-anal areas after going to the bathroom, etc.).

Minimum Qualifications

- Bachelor's degree in non-profit or healthcare management, business, social work, special education, communications or related field preferred 3 years of leadership experience.
- 3 years of experience working with the special needs population.
- Thorough understanding of regulations related to day training facilities and group homes.
- Thorough understanding of regulations related to the special needs population.

Preferred Qualifications

- MBA or master's degree non-profit or healthcare management, business, social work, special education, communications or related field preferred.
- 5 Years of leadership experience in a residential, day habilitation, school, or daycare facility.
- Additional certifications as CNA, OTA, RT, center director or teaching are highly desirable.

Required Skills and Competencies:

- Experience and skill in working with a Board of Directors.
- Proven experience with application, reporting and management of grants preferred
- High-integrity, leadership and management skills.
- Experience/knowledge of the needs of a growing, non-profit organization.
- Demonstrates excellent time-management and organizational skills.
- Excellent communication, presentation, facilitation, and public speaking skills.
- Strong work ethic with a high degree of energy.
- Results-driven mindset with emphasis on accountability.



- Demonstrates the ability to work collaboratively and to build diverse networks and relationships.
- Exhibits passion for mentoring and supporting other's needs.

Other Requirements

- Fluent in English
- Current driver's license, acceptable driving record and valid vehicle insurance required
- Must have a clear background check with no prohibitions to working with vulnerable populations.
- Must complete CPR, First Aid, patient transfer and other required trainings within 30 days of hire.

Other Duties

This job description is summary of duties. It is not designed to be a comprehensive list of activities, duties or responsibilities. Duties, responsibilities, and activities may change without notice.

Confidentiality Clause

Managers and employees of the company are always expected to maintain the confidentiality of all company business records including client databases, employees, clients and business referral sources.

Equal Employment Opportunity

New Transitions Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.

Job Type

Full Time

Compensation Plan

Commensurate with experience and other qualifications.

Number of hires for this role:

1

To Apply E-Mail Cover Letter, Resume or CV to:

Amber Caldwell, MSc – Acting Executive Director at amber@newtransitionscenter.org