



Lifeline Center for Child Development Seeks Its Next Executive Director

The Organization

Lifeline Center for Child Development is a special education day school in Northeast Queens, providing exemplary education and mental health services to children and families since 1959.

Our vision is to inspire communities to embrace, respect, and support the development and success of children and adolescents with significant emotional and/or behavioral issues and their families.

Lifeline's programs succeed because of the unique ways we integrate treatment into each child's daily schedule. Our dedicated staff help change the trajectory of children and families and are excited about the impact that they make on a daily basis. More than 90% of the students we serve are able to return to a less restrictive educational setting.

Lifeline offers a broad range of treatment options in a top-notch school setting to:

- Help children understand their behavior and emotions.
- Teach self-calming techniques.
- Improve communication through speech and language therapy.
- Overcome physical challenges with occupational and physical therapy.
- Provide a support structure for the child and family.
- Create daily stability that allows children to return to their local school.

To learn more about [Lifeline Center for Child Development](#), please visit our website.

The Position

Upon the retirement of its current Executive Director, Lifeline is seeking to hire a dynamic, motivated, ambitious leader to assume the role of Executive Director of the agency.

Reporting to the Board of Trustees, the ED has overall strategic and operational responsibility for Lifeline's staff, programs and execution of its mission. The ideal candidate will have a deep knowledge of mental health services for children and families and education of children with special needs. The ED will provide leadership in delivery of core programs, agency operations,

and business plans, and collaborate with the Board on creation and implementation of new programs to serve children and families in need.

Responsibilities:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Ensure programs adhere to regulatory and audit requirements.
- Take the lead in new program conception, creation and implementation.
- Create the agency budget, present for approval to the Board and monitor budget to actual variances on a quarterly basis.
- Actively engage and energize Lifeline volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong relationship with Board of Trustees; serve as ex-officio of each committee; seek and build board consensus and support the board's full engagement in strategic decision making and operational oversight responsibilities.
- Lead, coach, develop, and retain Lifeline's high-performing senior management team.
- Ensure effective systems to track progress, and regularly evaluate program components to measure and report outcomes to the board, funders, and other constituents.
- In collaboration with the board, implement effective revenue generating and fundraising activities to support existing program operations and program expansion.
- Strengthen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Develop and capitalize on external relationships to garner new opportunities.
- Explore partnerships in new markets, establishing relationships with the funders, and political and community leaders.
- Perform other duties, as assigned.

Supervisory Responsibilities:

- Senior Cabinet
 - Medical Director
 - Chief Financial Officer
 - Clinical Coordinator/Chief Psychologist
 - Plant Manager
- Executive Secretary.

Qualifications

- Advanced degree in a mental health discipline (e.g. Ph.D., MSW, MHC) and/or in nonprofit management and leadership (e.g. MPA, MBA) with a minimum of five years of administrative and senior management experience.
- A proven track record of leadership and achievement in a human service organization.
- Demonstrated experience developing and implementing strategies that have taken an organization to the next stage of growth.
- A demonstrated commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.

- Ability to work with a Board of Trustees and cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- An ability to work effectively in collaboration with diverse groups of people.
- Knowledge of regulatory environments and regulatory compliance including (e.g. NYSED, OMH).

Salary and Benefits:

Lifeline offers a competitive salary and benefits.

Application Process

The Center for Nonprofit Leadership at Adelphi University's School of Social Work is conducting the Executive Search for Lifeline's Executive Director.

For full consideration, applicants must apply by June 7, 2019 by sending a cover letter indicating salary requirements, resume, and list three professional references with contact information to: centerforprofitleadership@adelphi.edu

We will not contact references without prior approval. All applications will be held in confidence.

Lifeline Center for Child Development is an equal opportunity/affirmative action employer. We are committed to building a diverse workforce and strongly encourages applications from women, under-represented groups, members of the LGBT community, people with disabilities and veterans.