



General Info			
Job Title	President/CEO		
Department	Administration	EEOC Class	Executive
Supervisor	Board of Directors	FLSA Status	Exempt

Overview	
Position Summary	<p>The President/CEO is responsible for the overall administration and management of United Services. Areas of responsibility include planning, evaluation, policy development, and personnel/fiscal management. The CEO also serves as the organization’s principal leader and representative to the Board of Directors, the rest of the agency, and the greater community. This is a full-time position hired by and accountable to the Agency Board of Directors. The current President/CEO retires December 31, 2024 but will continue in a consulting capacity to support the incoming executive, new agency leadership, and the board’s strategic plan for a time.</p>
Organization Description	<p>United Services for Children is a nonprofit organization that provides pediatric therapy and early intervention services to children of varying abilities and offers support services for their families. We focus on children ages birth through 8 years old. The center is located at 3420 Harry S. Truman Blvd, St. Charles MO serving approximately 350 children annually.</p>
Working Conditions and Physical Requirements	<p>Working conditions are in a normal office environment at the agency. Work may require frequent weekend and evening work and occasional overnight travel. Must be able to:</p> <ul style="list-style-type: none"> - Frequently maneuver independently throughout the building in a variety of classrooms, offices, and rooms - Converse in person and via the telephone - Observe and respond to the needs of co-workers, parents, and agency stakeholders - Visually adjust to close vision, distance vision, and adjust focus - Use arms, hands, and fingers to handle position, and move objects (such as standard office equipment) - Be able to reach up to 18 inches horizontally and vertically - Balance, bend, stoop, and squat to retrieve items from the floor - Sit at a table/desk for a considerable portion of the day - Safely lift, move, or carry 10 lbs. consistently and up to 45 lbs. occasionally - Be able to push and pull up to 25 lbs. frequently

Requirements

Responsibilities	<p>The President/CEO must:</p> <ul style="list-style-type: none"> - Support agency culture and core values - Implement the strategic goals and objectives of the organization - Give direction and leadership to achieve the organization’s philosophy, mission, strategy, and its annual goals - Oversee design, marketing, promotion, delivery, and quality of programs, products, and services - Recommend yearly budget for Board approval and prudently manage organization resources within those budget guidelines in accordance with policies/current laws) - Effectively manage the human resources of the organization (according to policies and current laws) - Develop and maintain acceptable standards of professional practice and operational procedures to meet accrediting, licensing, and funding - Participate in local, regional, and state legislative educational activities that may influence current or future agency operations - Assure the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders - Strategically engage in the community to increase awareness, collaboration and the voice of agency constituents - Oversee fundraising planning and implementation - Evaluate performance of executives for compliance with established policies and objectives of the agency - Model a standard of behavior consistent with agency expectations at all times - Perform other duties as needed and directed by the Board of Directors
Education Qualifications	Nonprofit Management, Early Childhood Special Education and Pediatric Therapy degree or related fields preferred.
Preferred Qualifications	Requires leadership role in a mid-sized 501c3 nonprofit or company
Knowledge, Skills, and Abilities	<p><u>Knowledge</u>: Requires an in-depth knowledge of organizational management principles and practices, formulating policy, and implementing new strategies; knowledge of nonprofit operations and board relations is essential.</p> <p><u>Skills</u>: Requires entrepreneurial focus, excellent communication and interpersonal skills, relationship development skills, and organizational marketing skills. Must be actively involved in the community.</p> <p><u>Abilities</u>: Requires the ability to motivate teams, manage several projects, build relationships with other executives and officials, and think strategically and creatively. Must work in collaboration with a board of directors from the community.</p>
Compensation	<u>Commensurate with experience but not less than \$90,000.00</u>

Posting

Applications considered on a rolling basis. Anticipated start date: November 1, 2024

Submit resume and salary requirements to executivesearch@unitedsrvcs.org