



Executive Director
CCRES Educational and Behavioral Health Services
Downingtown, PA
<https://ccres.org/>

THE ORGANIZATION

CCRES Educational and Behavioral Health Services was created in 1999 as an independent IRS 501(c)(3) nonprofit organization through a partnership with the Chester County Intermediate Unit to meet the growing need for reliable, professional, educational and behavioral health staff for children in the county, and as a vehicle to give back to the community. CCRES has grown and now provides vital support for children, adolescents, families, and adults with a range of exceptionalities, including autism, behavioral health concerns, mental illness, as well as intellectual, developmental, and physical disabilities. CCRES also provides a variety of experienced school administrators to educational agencies throughout the region. Using a team approach, CCRES works in collaboration with school districts, intermediate units, and other programs serving children and adults with specialized needs. CCRES has grown over the years to provide services in Berks, Bucks, Cumberland, Montgomery, Delaware, Lebanon, and Lancaster Counties.

In addition to providing educational and behavioral health staff, CCRES supports programs that directly benefit individuals and their families by providing grants to nonprofits throughout the service territory. CCRES is a nonprofit organization governed by a volunteer board of directors comprised of leaders in education and business.

For additional information, please visit their website at <https://ccres.org/>.

THE POSITION

Reporting to the Board of Directors, the Executive Director will lead CCRES' mission to provide staffing for educational and behavioral health services to school districts, intermediate units, and other educational entities throughout the Commonwealth of Pennsylvania. The Executive Director will inspire and lead a team to achieve the highest levels of excellence so that each individual served is provided with a meaningful and rewarding education. The Executive Director builds and maintains relationships with partners including Superintendents/Executive Directors of school districts, intermediate units, and other educational entities in order to provide quality services to meet their needs.

The Executive Director is responsible for expanding services as necessary to remain competitive and further the mission of the organization. The Executive Director will grow and diversify the organization's customer base, expanding the administrator on assignment program, leading efforts to expand educational solutions for school districts, intermediate units, and other educational entities, and creating innovative recruiting and hiring practices. The Executive Director will remain current in educational practices and governance by participating in various executive level leadership organizations. Upon request, the Executive Director will provide guidance in the school district or intermediate unit search and selection processes for key school personnel.

The Executive Director administers the review and selection process for grant applications and sponsorship requests averaging approximately \$1,750,000 ensuring the funds are being used by qualifying organizations to further CCRES' Strategic Plan.

The Executive Director is expected to be onsite Monday through Friday in Downingtown, PA, as well as travel and meet with current and prospective clients. Additionally, phone calls and meetings are expected during non-typical work hours in order to serve our clients.

Specific Responsibilities

Strategic Leadership

- In collaboration with the Board of Directors and leadership team, implement a strategic plan that advances the mission of CCRES ensuring the strategic plan is translated into goals and objectives for staff.
- Oversee all operations of the organization and provide leadership, development, and final decision making for the organization.
- Anticipate changes in special education and services for individuals with special needs and share a vision of possibilities for the future.
- Motivate, lead, and sustain a high-performance leadership team to ensure the continued development and management of a professional and efficient organization.
- Ensure that services are held to the highest standard while managing for current and future growth.
- Oversee the recruiting, training, and supervision for approximately 1,500+ staff members providing educational and behavioral health, instructional supports, and administrative leadership to school districts, intermediate units, and other educational entities.

- Work with the Director of Human Resources and the leadership team to monitor and coordinate matters regarding employment, retention, and dismissal of personnel, salaries and contracts, benefits, performance evaluation, and orientation and training.
- Create partnerships with school districts, intermediate units, and other educational and behavioral health agencies to serve needed populations and to provide or help secure key leadership positions upon request.
- Ensure excellent customer service is provided throughout the organization.

Financial Management

- Oversee the financial status and stability of the organization, including developing long- and short-range financial plans, monitoring the budget (\$37 million annually) and ensuring sound financial controls are in place.
- Oversee the preparation of CCRES' annual budget, annual audits, and timely, accurate, and appropriate financial reports.
- Ensure that CCRES' financial, human, and material resources are managed efficiently for the benefit of its mission and programs and within the parameters defined in CCRES Board policies.
- Ensure compliance with audits and legal requirements, including IRS and other federal regulations for 501(c)(3) organizations and related state and local regulations.
- Provide in-depth business and financial analyses for organizational planning and decision making. Provide ongoing, clear, succinct analysis of CCRES financial results and trends for the Board President, Treasurer, Finance Committee, and to the entire Board of Directors.
- Manage CCRES' assets. Develop and provide oversight over a comprehensive system of policies, procedures, and internal controls for the sound management of all CCRES resources, particularly the receipt, recording, acknowledging custody, investment, and disbursement of all funds.

Program/Services Administration

- Provide requested staffing to school districts, intermediate units, and educational entities.
- Expand and diversify the program, including services for pre-school children and adults with disabilities.
- Provide administrative leadership to school districts and intermediate units.
- Develop, revise as needed, and implement the procedures and processes for managing a large number of contractors within the organization.
- Design and implement appropriate quality improvement processes.

External Relations

- Maintain and promote honest, direct communication between and among staff, CCRES Board of Directors, educational partners, legislators, and supporters.
- Build positive rapport and deepen relationships to drive revenue.
- Maintain an external presence and be the face of CCRES by developing relationships with the community, school districts, intermediate units, funders, advocates, and government officials.
- Market the organization's strengths, mission, and core values to the internal and external communities. Build the CCRES brand while maintaining and/or increasing the program offerings.
- Be an active member of appropriate professional and community organizations to promote the welfare of the organization and its programs through attendance and presentations at meetings, workshops, conferences, and specified social functions.

Board Relations

- Collaborate with the Board of Directors to develop and implement short-term and long-range strategic plans to ensure growth and long-term sustainability of CCRES.
- Advise the Board of Directors by keeping them informed of the organization's operations, community concerns, legal matters, fiscal issues, and developments in practice so that board members have adequate information for carrying out their governance policy-making responsibility.
- Cultivate a strong and transparent working relationship with the Board and ensure open and honest communication about the measurement of financial, programmatic, and performance against stated milestones and goals.
- Preside over CCRES Board of Directors committee meetings, including the Executive, Finance, Nominations, Personnel, Planning, Proposal, and Legal committees.
- Provide recommendations to the Board of Directors in order to best serve the organization and strategic partners.

THE CANDIDATE

The Executive Director must have an understanding of and passion for the mission of CCRES and a commitment to the children, adolescents, adults, families, and customers it serves. The successful candidate works with the Board of Directors to carry out the goals and objectives of the strategic plan and to create a vision for organizational growth. A unifying leader, the Executive Director will have a track record of experiences including knowledge of strategies and best practices proven effective in managing multiple and sometimes competing priorities. The Executive Director will be an outstanding communicator and compassionate leader who provides an environment in which all employees feel encouraged, supported, and valued. The Executive Director is a relationship builder who is a visible, supportive, and an accessible presence, known and respected by the CCRES customer base and educational community.

Qualifications

- Master's degree in education, public administration, business administration, or related field required; earned doctorate or enrollment in doctorate program preferred.
- A minimum of 10 years of experience providing executive level leadership for educational, nonprofit, government, or business organizations.
- Special education or behavioral health experience preferred.
- Demonstrated professional experience in human resource management, policy development, financial management, and contract negotiations.
- Transformational and servant leadership skills and organizational management experience with the ability to lead and build consensus within a complex, diverse organization.
- Visionary and strategic planning capabilities and the leadership necessary to ensure its successful implementation.
- Proven ability and experience in fiscal management and preparing and securing Board approval for the budget.

- Proven conflict management and problem-solving skills with the ability to make wise decisions in collaboration with team and board members.
- Knowledge of how to foster an environment of accountability, healthy work relationships and partnerships, and inclusivity among staff in order to retain staff and maintain a positive and collaborative work environment.
- Preferred knowledge of policies and legislation impacting special education and programs for individuals with special needs and the ability to be an advocate for effective policies.
- Ability to apply knowledge of current research and theory in the field of education.
- Strong interpersonal skills with the ability to build collaborative relationships and effectively navigate across a highly engaged constituent base including the Board, leadership team, staff, school districts, intermediate units, and educational institutions.
- Proven ability to solicit and accept feedback from customer base in order to strengthen and customize services.
- Project executive presence and possess superior communication and presentation skills to express, orally and in writing, CCRES' mission, vision, and goals with clarity, passion, and persuasion.
- Effective leadership and mentoring skills that will motivate and inspire staff to be subject matter experts while setting high expectations and professional direction.
- Ability to read, analyze, and interpret professional literature, financial reports, legal documents, technical procedures, and governmental regulations.
- Ability to effectively develop and present training sessions based on assessment of needs.
- Highly organized with the ability to prioritize and manage multiple tasks and demands simultaneously.
- Self-confidence, humility, integrity, warmth, and a flexible personal style combined with a sense of humor that will earn the respect and attention of the organization and community.
- Willing and able to travel between central office and various locations throughout the county and state as required by the position.

For inquiries, nominations, and applications please contact:

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