



Executive Director
Center for Humanistic Change, Inc.
Allentown, PA
<https://www.thehc.org/>

THE INSTITUTION

The Center for Humanistic Change (CHC) prepares people to meet life's challenges. CHC believes that individuals who are equipped with knowledge and life skills are more likely to make positive, healthy choices in their lives.

CHC offers evidence-based and custom-designed education, focused primarily on building resiliency and preventing the use of alcohol, tobacco, and other drugs, which gives people the knowledge and skills they need to make better choices.

CHC serves elementary, middle, and high school students as well as parents and educators. Although primarily school-focused, CHC serves people wherever they are, in schools, neighborhoods, community-based organizations, communities of faith, and worksites.

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

THE POSITION

Reporting to the Board of Directors, the Executive Director serves as the Chief Executive Officer of the agency and is responsible for providing overall vision and strategic leadership, as well as the management of the overall operation. The Executive Director provides direction and leadership to staff members, is responsible for ensuring the fiscal health of the organization, and will assume a strategic role in the solicitation of funding sources. The Executive Director will initiate and maintain strategic partnerships with government officials, schools, businesses, and community leaders in order to promote the organization and its mission.

The Executive Director is expected to be onsite a minimum of three days a week in Allentown, PA.

Specific Responsibilities

Strategic Leadership

- Direct the overall administration of CHC in all of its functions, programs, and services to ensure that CHC upholds its strategic vision and achieves its mission, goals, and objectives.
- Provide effective leadership, consultation, information, and support to the Board of Directors to ensure the board is able to operate effectively.
- Lead the development of the strategic plan.
- Adhere to the financial, human resources, management, and administrative policies and procedures as approved by the board.
- Maintain relationships and open communication with staff, board, and external stakeholders.
- Monitor and ensure CHC's compliance with all laws and regulations.

Programs and Services

- Administer the development, maintenance, and evaluation of programs and services designed to meet the needs of the community and carry out the policies of the Board.
- Oversee the delivery of high-quality programs and services in compliance with external and governmental requirements, applicable laws, and regulations while increasing programmatic efficiencies and consistency throughout the organization.
- Research, evaluate, and recommend new programming and initiatives.

Financial Management and Fundraising

- Oversee the development and implementation of the \$2 million annual budget approved by the Board.
- Oversee the administration of the organization's daily fiscal operations, and lead the Board and staff in the development and maintenance of revenue sources.
- Maintain positive and effective relations with government agencies, foundations, corporations, individuals, and existing funding sources while expanding and identifying new funding sources.
- Assume strategic role in the solicitation of funding sources.
- Contribute to the completion of funding source applications and grant reports, as well as other required grant stewardship activities.

Government, Community & Media Relations

- Project a positive public image of the organization and is visible within the Lehigh Valley, is attuned to the community's needs and perceptions and provide leadership in developing the organization's public profile while communicating its mission and services to schools and the community.
- Serve as the CHC representative to all local, county, and state elected officials on the full range of CHC affairs including funding, policy, and community issues.
- Serve as the chief spokesperson for CHC and for managing CHC's relationships with government officials, schools, business and community leaders, and the media.
- Initiates strategic partnerships to develop and enhance programming.

Board Relations

- Advise and assist the Board on organizational issues and planning and keep the Board apprised as to major developments and issues requiring Board action.
- Work and communicate effectively with the Board, assist the Board in maintaining effective membership, follow through on appointed tasks for the Board and prepare for Board and Committee meetings.
- Perform all duties and responsibilities as assigned by the Board of Directors.

Staff Development and Administration

- Responsible for a total staff of approximately 20 full-time and 25 part-time through 5 direct reports including Director of Administration, Manager of Prevention Programs, Manager of Student Assistance Program, Manager of Mentor Program, and Community Engagement Manager.
- Recruit, develop and retain a highly competent, motivated, and productive staff, handle staff discipline and grievances fairly and effectively, and serve as a role model while maintaining the highest ethical standards.
- Oversee human resources policies and implement changes when needed.

THE CANDIDATE

The Executive Director must have an understanding of and passion for the mission of the Center for Humanistic Change and a commitment to the students, parents, educators, and communities 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. The Executive Director will be a visionary, collaborative leader and outstanding communicator who clarifies goals, builds teams, and cultivates trust while at the same time demanding accountability.

Qualifications

- Bachelor's degree required; Master's degree in nonprofit management, business administration, public health, communication, or related field and evidence of progressive leadership is preferred; certification or licensure a plus.
- A minimum of (5) five years of increasingly responsible management experience including development and implementation of budgets and strategic plans.
- Experience in prevention education and working with community-based and governmental organizations preferred.
- Knowledge of Pennsylvania Department of Drug and Alcohol Programs, SAMSHA, and CDC a plus.
- Knowledge of and/or experience working in the greater Lehigh Valley a plus.
- A commitment to diversity and demonstrated experience working with diverse groups.
- Excellent professional communication including written, oral, and listening skills with ability to present to large groups or businesses.
- Knowledge of Student Assistance Program (SAP) and Alcohol, Tobacco and Other Drugs (ATOD) programming a plus.
- Strong organizational skills, including an ability to set short and long-term goals, with an appropriate work and financial plan to accomplish those goals.
- Proven ability and experience in fiscal management and preparing and securing Board approval for the budget.
- Demonstrated competency in relationship building, networking, and fundraising.

- Effective leadership and mentoring skills that will motivate and inspire staff to be subject matter experts while setting high expectations and professional direction.
- Knowledge of how to foster an environment of accountability, healthy work relationships, and inclusivity among staff in order to retain staff and maintain a positive and collaborative work environment.
- Strong interpersonal skills with the ability to build collaborative relationships and effectively navigate across a highly engaged constituent base including the board, staff, school and business leaders, funders, and other stakeholders.
- Proven problem-solving skills with the ability to make wise decisions in collaboration with team and board members.
- Demonstrated decision-making ability.

For inquiries, nominations, and applications please contact:

Tara Sweeney, Partner

610-924-9100 • tsweeney@lambertassoc.com



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Lambert & Associates

222 S Manoa Road, Suite 201 • Havertown, PA 19083 • 610-924-9100

www.lambertassoc.com