

The Guild for Human Services

Chief Executive Officer

The Guild for Human Services (The Guild), an outstanding day school and residential program for students and adults with intellectual disabilities, is seeking an experienced candidate for the position of Chief Executive Officer (CEO). Based in Concord, Massachusetts, the CEO will lead The Guild to continue to meet its important mission of providing high quality services, support and care for individuals with complex special needs. Through education, caring and respect, The Guild provides its students and residents with the opportunities to grow and develop to their fullest potential.

The Organization

The Guild was founded in 1945 as The Protestant Guild for the Blind and incorporated in 1952 as a private, nonprofit 501C3 charitable organization. The name was changed to The Guild for Human Services to convey its non-sectarian, community-based status. The Guild serves approximately 80 students ages 6-22 and 40 adults who have complex needs including autism, mental health diagnoses and maladaptive behaviors. The Guild seeks to enable those it serves to live as independently as possible within their communities.

This special education school provides quality, year-round services for children, adolescents and young adults up to age 22. Educational services include a day school and a residential school as well as extended evaluations. Students are referred by their local school system, state agencies and out-of-state special education systems. The highly-individualized curriculum spans traditional academic disciplines as well as community-based activities, social skills, therapeutic interventions, functional academics, personal growth and development, and transitional skills. All services are based on Positive Behavior Support principles, and Board Certified staff utilize Applied Behavior Analysis strategies and Crisis Prevention Intervention. The average teacher to student ratio is 1 to 3, with many students requiring a 1-to-1 ratio. A multidisciplinary team of specialists in specific service areas works with students in all settings. The Guild emphasizes building and improving skills through community-based activities. The staff works collaboratively to ensure integrated planning and consistency across the school, home and community environments.

The Guild also serves individuals over 22 who are eligible for adult residential services through MA Dept. of Developmental Services. Each of The Guild's family-style homes in suburban residential neighborhoods west of Boston accommodates up to five housemates in safe, supportive and well-structured living experiences every day of the year. The program is community-based with participation in the broadest range of community activities possible.

The Guild has recently opened a new \$15 million school building on five acres of land which expands and strengthens the Guild's capacity. The Guild's Core Values are:

- Integrity – we value an open, honest environment;
- Respect - we treat everyone equally with care and humanity;
- Diversity – we welcome people's differences;
- Collaboration – we listen, share and innovate together;
- Excellence – we are dedicated to doing the best for our students, The Guild and our extended community.

The Guild has an annual budget of more than \$24 million and has 280 employees. The CEO will work with a Senior Team including the Chief Quality Assurance & Education Officer, Chief of Admissions & Outreach, Chief Financial Officer, Chief Residential Officer, and Chief Clinical Officer. Please see www.guildhumanservices.org.

The Position

The CEO provides leadership by working with the Board of Directors and the executive management team to establish and implement effective long-range goals, strategies, plans, procedures and policies. S/he is responsible for the day-to-day operations of the Guild.

Key Responsibilities

- Services: ensures delivery of high quality services and anticipates and responds to emerging best practices. Manages all licensing requirements and reports.
- Financial: oversees the financial status of the organization including the development of long and short-range strategic business plans. Monitors the budget and ensures sound financial controls are in place. Sets financial priorities to ensure the organization operates to support the needs of the program, staff, students and residents.
- Internal leadership: motivates and leads a high-performance senior team. Facilitates collaboration, accountability, strong internal communications, and a consistent, positive, multicultural work environment.
- Community leadership: represents The Guild publicly and collaborates with other agencies and organizations in communities served by The Guild. Develops and implements revenue strategies to secure grants, contracts, and contributions from individuals and businesses.
- Board support/partnership: assists the Board to carry out its functions as the governing body of The Guild.

Competencies/Experience

- Education and successful experience that has prepared the candidate to lead a \$24 million school and residential program focused on support of children and adults with intellectual and behavioral issues;
- Maturity and judgment necessary to set clear priorities, delegate and guide investment in people and systems;
- Keen analytic, organizational and problem solving skills which support and enable sound decision making;
- Ability to communicate and work effectively with a variety of internal and external stakeholders;
- Professional presentation and communication skills. Experience and proclivity to be a capable spokesperson, relationship builder, and fundraiser;
- Successful track record of recruiting and retaining a diverse and productive team;
- Knowledge of applicable state and federal laws, regulations and policies as they relate to administrative and financial management of nonprofit organizations;
- Hands-on experience with crisis management in a similar setting;
- Knowledge of and linkages with the educational human services system.

To apply:

Please send resume and cover letter to Susan Egmont, Egmont Associates, at segmont@egmontassociates.com.