



*"Strengthening Communities
By Building Strong Families"*

Chief Executive Officer - Gainesville, FL

Full-Time Position

CDS Family & Behavioral Health Services, Inc. is a non-profit organization that has helped children and families in the community for over 50 years. CDS serves over 3000 people each year with counseling for children and teens, youth shelter and prevention activities. We are seeking a Chief Executive Officer to manage the day-to-day operations of our agency.

The right candidate must be prepared to maintain and model a great agency culture, provide inspired leadership to our executive management team, establish a good working relationship with the board of directors and set a course for agency strategy.

Qualified candidates will possess, among others, the following skills and experience:

- ❖ A minimum of a Bachelor with preference given to a Master's Degree and/or experience in Social Work, Public Administration or related field
- ❖ A minimum of 10 years executive or senior management experience in a related type agency
- ❖ Must have the ability to represent the agency on issues related to substance abuse prevention, youth and families on a local, regional, and state and national level
- ❖ Must be able to develop and maintain effective and cooperative working relationships
- ❖ Excellent communication, organizational, and engagement skills
- ❖ Must have exceptional organizational, written, verbal, and analytical skills.
- ❖ Previous experience with non-profit organization is preferred
- ❖ Knowledge of profit and loss, balance sheet and cash flow management, and general finance and budgeting
- ❖ Knowledge of Affirmative Action plan requirements
- ❖ Ability to inspire confidence and create trust

Duties include (but are not limited to):

- ❖ Provide inspired leadership agency wide.
- ❖ Act as the primary spokesperson for the agency.
- ❖ Responsible for developing and implementing a system of programs and procedures which meet the strategic mission and vision of the agency. Presents the Board with recommended program changes when appropriate.

- ❖ Develop and maintain an effective communication system of meetings and printed materials which ensures board, community and employees are knowledgeable on the appropriate issues of the agency.
- ❖ Formulates and implements short and long range goals which have been endorsed and approved by the board.
- ❖ Oversight responsibility for the recruitment and development of qualified clinical and administrative staff.
- ❖ Ensures that appropriate training programs are offered which meets regulatory licensing requirements.
- ❖ Directs agency policy procedure relative to all personnel actions which include employee relations, performance management, compensation, employment and termination.
- ❖ Oversight responsibility to assure the appropriate fiscal policies and expenditures are in compliance with budget and funding source contract management guidelines.
- ❖ Prepares and submits for Board approval budgetary updates, as well as cash and receivable information regarding agency operations.
- ❖ Ensures that all financial operations, to include: payroll, accounts payable and accounts receivable, are managed in a fiscally responsible manner.
- ❖ Plan and implement appropriate resource development activities approved by the board. Assures the agency serves an educational function to the community.
- ❖ Regularly participates in community affairs related to the advocacy of the agency's programs and goals.
- ❖ Solicit the support and cooperation of federal, state, and local agencies.
- ❖ Will perform other duties as assigned by the board of directors.

If you are dedicated, self-starter, and have a genuine desire for meaningful work that will ultimately have a positive impact on the communities our programs serve, we strongly encourage you to apply! Please, submit your resume to Bob Page at banker1bob@gmail.com or 10254 NW 153 Terrace, Alachua, FL 32615:

Only qualified candidates will be considered for this position. All applications are confidential and not subject to public records.

Background Screen required. EOE, DFWP, E-Verify employer

Benefits: Health Insurance, Dental, Vision, FSA, Life Insurance, Retirement, Short Term Disability, Paid Time Off, Sick Leave, Salary to be negotiated with successful applicant

CDS Family & Behavioral Health Services, Inc. is a non-profit 501(c)(3) company. Learn more about us by visiting our website: www.cdsfl.org