

## **POSITION DESCRIPTION**

### **EXECUTIVE DIRECTOR**

#### **EMARC**

#### **Background**

Founded in 1954, EMARC's mission is to ensure that people with developmental disabilities and their families are valued, respected, and offered opportunities to direct their own lives. EMARC offers a wide range of services to children and adults with developmental disabilities and their families. The organization serves more than 900 people through their residential, employment, life skills habilitative, family support, and recreation services.

EMARC is recognized by funding agencies, friends and partners as an innovative, family-centered organization. Services are funded primarily by contracts with the Commonwealth of Massachusetts through the Department of Developmental Disabilities and MassHealth. Funding is also received from Departments of Children and Families and Early and Secondary Education, and through charitable donations and fundraising activities.

Headquartered in Reading, Massachusetts, with 3 satellite offices and nine residential homes serving a total of 50 communities, EMARC operates with an approximately \$10.3 million budget and 250 employees. Additional information may be found at [.theemarc.org](http://theemarc.org).

#### **Current Circumstances**

This is an optimal moment for EMARC to welcome a new Executive Director. A few years ago, a long time Executive Director left after a lengthy tenure of successful service in this position. Under her leadership, EMARC grew and expanded its services with the addition of Family Support, Recreation, Day Habilitation, DCF, and School to Work Transition Services. She built a strong staff, most of whom are still with the organization, promoted a collegial and caring culture, a passion for service and strong volunteer and family engagement. While most of these strengths are still present within the organization, EMARC is now due for a strategic review and a renewed vision. The leadership team has built a dynamic organization posed for strategic growth and opportunities.

In the period since Ms. Simon's departure, EMARC had a short term Executive Director who kept the organization on track with its current strategic plan. Over the past 9 months, former Board President Maureen O'Brien has stepped in to serve as interim Executive Director. She has been a stabilizing force. With the active support of the Board, she has addressed the transitional challenges that often follow a long term Executive Director. She and the Board are intent on maximizing the opportunity for an effective and innovative, permanent Executive Director to build on the strength of this staff and organization, and shape a new strategic direction for EMARC.

## **Ford Webb Associates, Inc.**

Candidates for this position will find a Board-led Search Committee, with staff input, ready for a full disclosure of EMARC's circumstances and welcoming a robust exchange of ideas and information. We aim to establish a relationship of trust and mutuality, and to empower a strong leader who will continue to strengthen and grow EMARC's role as a key advocate and provider of services to developmentally disabled children, adults and their families and supporters.

### **Role**

The Executive Director serves as the Chief Executive Officer of EMARC, with overall responsibility for planning, administration and management of all programs and systems. The Executive Director is directly accountable to the Board of Directors for ensuring the future of the agency by developing clear goals and objectives around the current mission and developing appropriate strategies to advance the mission. As leader of the senior management team, the Executive Director will articulate and model the philosophy, mission and vision of EMARC, and will guide the senior team in establishing the overall direction of the agency. The Executive Director will work in partnership with the Board of Directors and staff to develop, maintain and use the systems, technology and resources required to ensure effective operation of the agency.

### **Responsibilities:**

- Lead and guide the senior management team in the implementation of the organization's mission, vision, goals and objectives.
- Spearhead the development, communication and implementation of effective growth strategies and processes including workforce expansion and professional development, capital planning and expenditures and the development and implementation of new programs and special projects, as appropriate.
- Oversee fundraising planning and implementation including identifying resource requirements and establishing effective strategies to attain annual goals.
- Administer the daily operations of the organization.
- Hire, train, supervise and evaluate the senior management team.
- Assure the continuation and viability of the agency via sound financial management practices, quality of services, and effective policies and procedures at all levels.
- Provide clear and accurate reports for the Board of Directors, which allow the Board to effectively monitor the organization's operations, policies and procedures.
- Develop and implement an Annual Plan for the agency's programs and administrative departments.
- Coordinate and implement Strategic Planning, which will demonstrate a clear vision for the organization.
- Provide to the Board of Directors all information required by statute and regulations to meet local, state and federal mandates.
- Define the requirements and the needs of the members of the Board of Directors and assist in the referral of nominees and orientation of Board Members and Committee Members.
- Cultivate effective relationships among community and business leaders, public officials, professional organizations, funding sources, donors, and constituents.

## **Ford Webb Associates, Inc.**

- Guide revenue-generating activities in order to provide supplemental income to the agency.
- Create partnerships, alliances and affiliations with business and other organizations that contribute to the overall advancement of the agency.
- Participate in trade organization initiatives, which may include membership on related boards, to assist with increasing the visibility of the agency, as well as ensuring current knowledge of legislative updates and public policy efforts.
- Serve as an ex-officio member of all board committees and as a non-voting member of the Board of Directors.
- Be the official spokesperson for EMARC.
- Perform other professional duties as requested by the Board of Directors.

### **Qualifications:**

- Master's degree in related field of human services and/or administration required with advanced graduate certificate and/or degree preferred.
- Significant executive administrative and supervisory experience in human service management demonstrated by accomplishments in previous positions, preferably in not-for-profit organizations.
- Strategic visionary with sound judgment and high ethical standards and appropriate professional image.
- Superior organizational, interpersonal, communication and leadership skills, demonstrated by accomplishments in previous positions.

### **Compensation and Applications:**

This position offers a competitive salary and benefits package. EMARC is an equal opportunity employer. All candidates will be evaluated on a merit basis.

Resumes may be submitted to:

Ford Webb Associates  
60 Thoreau Street  
Concord, Massachusetts  
01742  
Attn: EMARC

Or

[@fordwebb.com](mailto:)