

Chief Executive Officer Job Posting

About Hope Center for Children

The mission of Hope Center for Children (HCFC) is to build stable, healthy families and provide children a safe place from abuse and neglect. HCFC is located in Spartanburg, SC; we have an Upstate focus but also serve youth from across all South Carolina counties in our residential programs. In 2013, Hope Center for Children (HCFC) was formed from a merger between the former Children's Shelter of the Upstate and the Ellen Hines Smith Girls' Home, two strong organizations that began in the 1970s.



Programs and Impact

Today, six cohesive programs work to fulfill our mission. HCFC operates two prevention programs that offer support to the whole family, provides three residential programs for youth in foster care or who are homeless, and offers therapy for children and families both in our residential programs and the community at large.

Approximately 2,000 children are served each year, with about 94% of these children having services through prevention programs with their whole family benefiting. All programs are based on evidence based practices, with key outcomes reported in our annual report (www.hopecfc.org). Additional outcomes may be found in our performance and quality improvement report.

Organization Culture & Financial Picture

Hope Center for Children believes it is important to mirror its mission through organizational culture, offering a flexible, family-friendly work culture that is

performance-based. Achieving strong outcomes, transparency and support for one another are very important. A continuous improvement mind-set is in place.

HCFC is governed by a volunteer, active Board of Directors who supervises this position and oversees its fiduciary, legal, development and risk management roles.

The annual budget for Hope Center for Children is just under 4 million, which includes all six programs and a great diversity in revenue sources. Approximately 60% of this revenue is government funding. A robust development team works with the CEO to raise the additional revenues each year.

Chief Executive Officer

Position Description

The CEO is responsible for communication and implementation of a long-term vision for the organization, overseeing processes, systems, personnel and other operations to ensure high impact achievement of the organization's mission with efficiency and sustainability.

Key Responsibilities

Administrative:

The CEO is responsible for establishing and overseeing implementation of all processes, policies and systems needed to ensure compliance with legal, contract, funder, accreditation and best practice standards. The CEO determines the positions, organization structure and staff qualifications needed to efficiently achieve success on organization programs and to build capacity and retention among HCFC staff. The CEO is the primary staff liaison to board committees unless he or she designates a different staff liaison.

Fiscal Responsibility:

The CEO is responsible for oversight in all financial aspects of the organization, which includes but is not limited to the development of funding sources (in cooperation with the Board of Directors), grant preparations, preparing and monitoring budgets, reviewing financial transactions, reporting financial activity to the Board of Directors and assessing financial trends that may impact the organization.

Mission Implementation & Vision Implementation:

The CEO is responsible for helping the Board of Directors to assess the intersection of community need with the HCFC mission, ensuring that all programs positively impact the mission, are based on best practices and have high chance of sustainability. The includes long range planning and maintaining connected to the broader child welfare sector and broader community to understand how developments such as federal or state law or a community initiative might impact the organization, making recommendations to ensure the organization responds appropriately to these changes.

Community Relations/Development:

The CEO oversees public relations for the organization through relationship building and strategic partnership, working with other staff and the board of directors to ensure: a strong, connected donor and volunteer base; positive relationships with key funders; an accurate and positive perception of the organization in the community; establishing the organization as a thought leader; working with legislatures and stakeholder organizations, etc.

Performance and Quality Improvement:

The CEO is responsible for oversight of the Performance and Quality Improvement (PQI) plan and committee, facilitation team dialogue, analyzing data trends, and making appropriate recommendations for improvement. The CEO is responsible for serving as the liaison to the Board of Director's committees that review risk indicators to make recommendations for improvement.

Core Competencies

- Politically savvy
- Displays a strategic perspective and acts on it
- Understands non-profit finances enough to ensure contract compliance, organization sustainability and to ensure that revenues are spent as intended
- Solves problems & understands complex issues (like how federal/state changes impact HCFC)
- Intuitively timely with decision making and priorities
- Knowledgeable in the child welfare
- Drives for results and understands evidence-based best practices
- Excellent communication skills, written and verbal
- Able to make effective and persuasive speeches and presentations on complex topics and respond to questions from clients, key stakeholders, and/or the Boards of Directors.

Important Qualities

- Integrity, ethics and trust
- Builds relationships and shows respect for everyone through clear communication and actions
- Motivates and equips others
- Exhibits general understanding of how to evaluate service quality on an ongoing basis
- Embraces differences, and has a record of bringing together a team of diverse skills, perspectives and life experiences

Experience & Education

Master's degree in behavioral sciences or related field; a minimum of ten years of experience in the non-profit field with at least five years of experience in leadership within the child welfare field.

Application Process

Interested applicants should submit a resume and cover letter to Taylor Smith, Chair - Board of Directors (tsmith@contecinc.com). The cover letter should touch on the applicant's personal mission, vision, and values statements to outline what they might bring to the leadership of this vital organization.