



## Advertisement for Executive Director

April 2024

Are you a talented and experienced leader looking for an opportunity to step into an executive role with an organization ready for evolution and growth in the human services field? If so, we invite you to apply for the **Executive Director** position with **Goochland Powhatan Community Services (GPCS)**. We are seeking a leader who will use their vision to guide the agency through its next stages of development in serving individuals and families experiencing mental health, substance use, and developmental disabilities. The executive director is employed under an annual renewable contract with a ten-member board of directors and reports to the board chair. The position works closely with the leadership of Goochland and Powhatan Counties and other community stakeholders. GPCS has an operating budget of just over 8 million dollars. Goochland and Powhatan communities have just over 59 thousand residents combined. The ideal candidate must possess a strong entrepreneurial drive, outstanding communication skills, strong leadership qualities, and good planning and organizational skills.

### **Executive Director Responsibilities:**

- Developing and directing organizational strategy.
- Drafting organizational policies and philosophies.
- Overseeing day-to-day business activities.
- Conducting performance reviews.

- Reporting on revenue and expenditure.
- Engaging with community groups.
- Creating sound business plans.
- Coaching department heads.
- Overseeing agency budget and finances.

### **Executive Director Requirements:**

- Bachelors' degree or higher from an accredited college or university in a human service or administration/management field. Comparable experience may substitute for education. A graduate degree in social work, psychology, rehabilitation counseling is preferred.
- Minimum of six years' experience in leading public or private organizations with functions and responsibilities that are similar or comparable to a Community Services Board (CSB);
- Minimum of two years' experience in reporting directly to a board of directors or other governing body structure that has policy, operational, and fiduciary authority and responsibilities or to the person who reports to the board of directors; and
- Minimum of five years' experience in working with a broad range of constituents, including individuals receiving services, family members, and advocacy groups in the mental health, developmental, or substance use disorder services or a similar or related human services field.
- Demonstrated knowledge, skills, and abilities in the following areas:

- a. principles and practices of human services administration, business administration, or government program administration and of human resources management and financial management, including budgeting, resource allocation, monitoring, and auditing;
- b. mental health, developmental, or substance use disorder programs and services;
- c. planning, evaluation, and quality improvement methodologies and human rights requirements and issues;
- d. formulating policies, developing and administering budgets, negotiating and administering contracts, formulating program plans with goals and objectives, preparing and presenting reports and budget requests, and conducting effective community and public relations;
- e. providing effective leadership, inspiring others by example to achieve the mission and vision of the CSB and to supervise and elicit superior performance from senior directors;
- f. respond to changing circumstances, manage organizational and financial risk, and adapt during periods of transition and uncertainty.
- g. interpreting, communicating, and administering federal and state laws, regulations, and policies that apply to the services provided by the organization;
- h. communicating persuasively and concisely, orally and in writing, with a broad range of individuals, groups, and organizations;
- i. developing and maintaining collaborative and supportive relationships with federal, state, and local government

officials, individuals receiving services and family members, advocacy groups and board members;

- j. plan and implement services and related procedures and evaluate their effectiveness;
- k. engage in logical, analytical, and rational thinking and use automated data and information to make decisions;
- l. work independently, set and achieve realistic goals, solve problems creatively, and mediate disputes effectively;

GPCS Agency application required as well as resume and cover letter.

Application and submission methods can be found at

[www.gpcsb.org/employment](http://www.gpcsb.org/employment). Deadline for application is Friday, May 3, 2024, at 4:30 p.m. EOE.