

**Position Profile**  
**Executive Director**  
**New Hope Community**  
Loch Sheldrake, NY

New Hope Community is offering an opportunity for a distinguished leader to fulfill this agency's mission of supporting people with intellectual and other developmental disabilities to experience life.

Founded in 1975, and located in a beautiful resort community in Sullivan County, NY, (100 miles northwest of New York City), New Hope Community's mission is: to challenge ourselves to enhance the lives of people with intellectual and other developmental disabilities. New Hope Community strives to meet this mission by providing an array of residential environments supporting over 200 adults in homes throughout Sullivan County.

New Hope Community is governed by a 15-member board of directors consisting of family members, siblings and community leaders. The organization's budget is \$30 million. Current staffing includes 550 people, with 85% of those providing direct service. The agency is a valued economic partner of the community offering a variety of career opportunities and a much-valued career ladder maximizing retention with training and growth opportunities for staff.

More information on New Hope Community may be found at: <http://www.newhopecommunity.org>

**Programs**

New Hope Community encompasses an exceptional, contemporary 44-acre residential campus and off-site housing. The campus offers housing for 102 residents, along with health care, living arts, physical and social activities. Off-site, there are 111 residents living as independently as possible in 32 houses on 25 sites throughout Sullivan County, and participating in community and on-campus activities, education and work opportunities, and independent living. A day program also serves the community. Health care (under contract with Crystal Run Healthcare), Hospice and assisted living services are provided to those who need them. A partnership with Sullivan Community College provides staff certification and resident educational opportunities.

The average age of residents is 55, with 18% of these over 70 years of age. It is anticipated that as much as 20% of the current residents may pass away in the next five years. New residents are most likely to be in their early 20s with emotional, autistic or physical challenges, or medically frail with possible dementia.

Funding for New Hope Community comes from Federal and State Medicaid funds, New York State Department of Education, and the Office of Mental Retardation and Developmental Disabilities (OMRDD). The New Hope Community Foundation raises funds through donations from individuals and vendors. Funding from community events and family donors supports scholarships, building projects and other activities.

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**The Position**

New Hope Community is poised to continue its highly successful programs as it considers expanding into new areas to better serve current residents and to serve a wider range of people with disabilities. This might include more services to people with autism, the medically frail, or other behavioral or medical challenges. It could also include in-home or out of home respite care, rehab programs, or day programs.

The executive director serves as the chief executive officer of New Hope Community with responsibility for all aspects of supporting people with intellectual and other developmental disabilities. Essential to this role will be the development and maintenance of relations with state agencies, community leaders, families, funders, provider organizations, staff, and advocates.

The incoming executive director will succeed Dan Berkowicz, who has led the organization since its founding in 1975. Dan will be retiring from the executive director role at the end of 2009. It is the board's strong desire to have the new executive on the job in January 2010.

Toward these ends, our near-term priorities for the next 12-18 months include: (not necessarily in priority order)

- Develop community and political relationships that will further the goals of New Hope Community
- Explore program growth and service diversification, continue to enhance on and off-campus recreation and work opportunities for residents
- Establish a strong Board-Executive Director partnership
- Build the board's capacity and develop governance tools
- Strengthen state and federal funding avenues and build fundraising capacity
- Oversee ongoing building projects to enhance community involvement
- Further develop a collaborative senior management team
- Oversee coordination of 35<sup>th</sup> Anniversary Celebration scheduled for May 15, 2010

### **Key Responsibilities**

Reporting to the board of directors, the executive director will provide leadership to the organization through the following:

- Provide visionary and strategic leadership to the organization and translate that vision into strategies and concrete actions that advance the mission.
- Lead the internal operations and programs to preserve New Hope Community's status as a well managed, fiscally sound, and highly respected organization. Further develop the structure and processes necessary to maintain regulatory compliance, staff competencies, and programs of distinction. Manage New Hope Community's diverse activities and its projected growth.

- Support the board of directors in its governance role, foster its ongoing development, and keep it informed about internal conditions and important external developments.
- Provide strong leadership for supporting the people of New Hope Community. This entails engaging a vast support network of direct support and clinical professionals who support people with aging/dementia, challenging behaviors, and adults with autism spectrum. Seek to expand opportunities for independent living and community involvement.
- Coordinate health services for residents, including medically fragile, end of life, and mental health care.
- Oversee staff orientation, training, continuing education and accreditation.
- Manage budget and financial reporting requirements and funding regulations.
- Oversee Medicaid service coordination.
- Maintain and expand physical plant and accessible housing opportunities.
- Ensure that all organization activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Provide effective organizational management and direction to existing and new staff to further develop and build their skills, experience and performance. Collaboratively manage the senior staff team to promote excellence and implement New Hope's policies and programs.
- Develop and maintain sound relationships with strategically important people, particularly in the community and state and federal government; and serve as a spokesperson for the organization.
- Provide leadership for all resource development functions, foster positive relations with funders and donors, and develop new funding relationships.
- Participate in professional organizations such as ANCOR (The American Network of Community Options and Resources) and others as appropriate.

### **Experience and Attributes**

Ideal candidates for this position will be inspiring, caring, empathetic and creative, and driven to share our commitment to fully engaging people with developmental disabilities in the life of their community. Candidates will bring a variety of experiences and attributes to New Hope Community, including:

- Eight-ten years senior level organizational leadership and management experience, preferably in a nonprofit residential disability organization providing intellectual and other developmental disability, mental health, or health services.

- Experience with Federal and State funding and regulatory mechanisms, particularly Medicaid
- Experience working with a board of directors and developing effective governance models.
- The ability to think strategically and critically, synthesize complex issues and information, and manage change.
- Keen political instincts and a record of building and managing strategic relationships.
- Commitment to and skill with community engagement and collaboration.
- Successful track record in fundraising, especially private and public grants, corporate sponsorships and major gifts.
- An inspiring leadership style with a successful track record of collaboratively managing, building and supporting experienced, interdisciplinary teams. In particular, providing collaborative leadership of a management team to achieve strategic objectives as well as to ensure quality services and compliance with relevant contractual and regulatory requirements.
- Fluency in financial management of large-scale organizations with budgetary and capital planning expertise.
- Knowledge of the regulatory environment and laws affecting OMRDD is a plus.
- Master's degree or equivalent with a preference for a MPHC, Health Administration, MBA or related health field.
- Strong written and oral communication skills.

Residence in Sullivan County within one year is required for this position.

We offer a comprehensive salary package and superior benefits. Relocation allowance available.

New Hope Community, Inc. is an Equal Employment Opportunity/Affirmative Action employer.

### **Application Process**

To apply, send vitae/resume, cover letter and salary requirements to:

[newhope@transitionguides.com](mailto:newhope@transitionguides.com)

(E-mail applications are required)

Other inquiries contact:

Ginna Goodenow  
c/o TransitionGuides

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