ECLC of New Jersey
Executive Director Search

The Executive Director’s office is located in Chatham, New Jersey

The Executive Director will oversee the following:

- Two New Jersey Department of Education Approved Private Schools for Students With Disabilities- one in Chatham, one in HoHoKus
- CPS- Community Personnel Services- a supported employment and support coordination agency- located in Chatham
- ECLC Foundation- the fundraising arm of ECLC of New Jersey- located in Chatham
- PRIDE- two day adult program centers- one in Chatham, one in Paramus
- ECLC Business Office- located in Chatham

Position Effective 1/1/20 with an opportunity for an earlier start date to collaborate with/ shadow the current ED

Deadline for applying June 15, 2019.

Cover letter and resume should be sent to executivesearch@eclcofnj.org
Title: Executive Director

Summary:

The Executive Director will lead ECLC and all its associated entities by providing strategic and first-hand direction necessary to implement the mission of ECLC. The ideal candidate will lead a senior team of professionals to ensure the organization has a strong development program to increase philanthropic and public support and delivers the highest quality service to all its constituents. The Executive Director should bring a strategic vision for the future of our organization.

The role requires a Master’s degree and individuals must be familiar with the overall regulation framework for special needs schools and adult services.

About Us:

ECLC is an acronym for “Education, Careers and Lifelong Community”. We are a D.O.E. approved nonprofit school, educating students, ages 5-21, with severe learning and/or language disabilities, autism spectrum disorder, down syndrome or multiple disabilities, at two locations (Chatham and Ho-Ho-Kus) in New Jersey.

We also operate a separate entity called CPS (Community Personnel Services) providing post graduate transition services, support co-ordination and job placement to students within ECLC and multiple local school districts. This agency is approved by DVRS, DDD and Medicaid.

In addition, we offer P.R.I.D.E. (Promoting Responsibility, Independence, Decision-Making, Employability), a highly successful adult day program servicing over 200 clients, offering vocational training, independent living skills and more. This agency is an approved DDD and Medicaid provider.

ECLC also has a foundation office which is responsible for raising funds to support our initiatives.

Through our different entities we serve a total population of over 750 children and adults throughout the State of New Jersey.

Reports To:

Board of Trustees

Duties:

Leadership and Management:

- Work directly with the Board of Trustees to plot the future strategic courses of ECLC.
- Prepare and propose a monthly agenda for Board Meetings on each individual ECLC entity.
- Submit a written report for monthly Board Meetings containing updates on the status of the schools, CPS, Foundation, and P.R.I.D.E., highlighting any operational or structural changes.
- Instill energy and enthusiasm with regard to fundraising and philanthropic efforts.
• Lead direct reports and other staff in development and implementation of short and long-term plans, key to the mission of ECLC.

• Motivate, influence and evaluate ECLC staff by creating a collaborative, positive culture; allow for freedom to express ideas and concerns.

**Administration and Financial Management:**

• Lead day to day activities of the financial and administrative operations, including faculties, human resources and legal.

• Manage relationships with all appropriate regulatory bodies and agencies.

• Develop and prepare the annual budget in accordance with Board procedures and the State Department of Education requirements.

• Oversee the rapidly changing funding and reimbursement models for all entities.

• Ensure positions across all entities are in accordance with environmental and safety requirements.

• Co-ordinate and ensure compliance with annual Audit procedures.

• Evaluate physical space requirements and facilities management.

**Strategic Leadership:**

• Set short and long-term defined goals to ensure continued growth and success of all ECLC programs, tracking and updating progress for the Board of Trustees.

• Maintain ECLC as a leading voice for new and impactful ideas within the special needs community.

• Responsible for professional ethic, quality and conduct of all programs within the ECLC family.

• Ensure that ongoing training and personal development of all staff members remains best in class.

• Develop relationships, strategic partnerships, and new program opportunities to expand our footprint.

**Program Administration:**

• Work closely with program directors and the principals of ECLC schools to ensure continued delivery of high-class quality care and education to students, clients and their families.

• Be proactive in recommending program and/or staff modifications and expansion, with supporting projections and other input to ensure achievement of organizational objectives.

• Ensure all programs are represented in a consistent, positive manner to the outside community and other student parties.

• Perform annual performance reviews of the principals, directors, school business administrators and any other direct reports.

• Confirm that all staff correctly meet credential/licensing requirements and undergo background checks.

• Completes and submits all required DOE, state and federal reports and statements of assurance.

**Marketing Public Relationships and Development:**

• Serve as Chief Spokesperson for ECLC, interact on a regular basis with the media, state and local regulatory authorities, agencies, consumers and their families.
• Develop relationships with peers and relevant government officials to influence policy relevant to special needs.
• Raise ECLC’s profile in the broader community, leading the change to bring awareness and support to the mission.
• Encourage the Board and staff to ensure that ECLC is marketed and positioned in the most positive manner possible.
• Be an innovator to raise awareness and financial support from corporate, foundation and individual donors.
• Identify and cultivate new relationships with corporate and community leaders to drive potential support for our mission.
• Foster positive relationships with State and Federal funding agencies.

Qualifications:
• Master’s degree required; Advanced Degree preferred.
• Experience, ideally within NJ, in dealing with government/funding sources as well as a strong knowledge of the workings of Medicaid.
• Demonstrated success and experience (10 years +) leading and motivating a large group of professionals and staff.
• A track record of success in a leadership position in a non-profit organization dedicated to special needs or from related health care or education fields.
• Experience interacting with a large Board of Directors.
• Technology focus to promote ECLC via social media and our website www.eclcofnj.org.

Other:
• Empathy and a sense of humor.
• Sound judgement, integrity and maturity.
• Energetic, creative, charismatic, and entrepreneurship.
• Excellent verbal, written and oral communication skills.
• Salary and Benefits – Compensation commensurate with experience; excellent benefits provided.

Please send Cover Letter and Resume to: executivesearch@eclcofnj.org
For additional information on ECLC please visit www.eclcofnj.org
Deadline for applications will be June 15, 2019 / Position available late 4Q 2019

ECLC of New Jersey is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, affectional or sexual orientation, gender identity or expression, disability, national origin or any other protected category.