

Job Description: Assistant Director

Larc School is seeking an Assistant Director (AD). This position provides the successful candidate with the opportunity to move into the Executive Director position. **The ideal candidate has a documented history of relevant management experience**, and is a dynamic, proactive, motivated leader with a collaborative management style, and excellent communication and interpersonal skills. Special education and non-profit experience preferred, **however candidates with leadership experience in business, government or the private sector will be considered**. The AD will become a member of the administrative team and work to inspire, educate, and empower students, staff, and families. The AD will report to the Executive Director and assist in the following areas.

Key Responsibilities:

Strategic Vision & Leadership

- Preserve current excellence in programming by bringing creativity, innovation, and best practices to both the educational and adult program
- Provide input to Executive Director and leadership team in developing programmatic direction in order to be responsive and continue to meet the needs of the special needs community
- Build relationships with school district, parents, community members, and professional organizations that serve and benefit Larc's mission
- Ensure compliance with board policies and all applicable laws and regulations

Finance, Tax Exempt Status, and Facilities Management

- Assist Executive Director in preparing annual budget and financial reports
- Promote the organization's financial health in concert with the Board of Directors
- Recommend budget/s and budget revisions for Board approval
- Maintain the organization's not-for-profit status
- Prudently manage the organization's resources within Board approved budget guidelines and according to current laws and regulations
- Assure that all appropriate business insurance is in place and current and that the building and grounds are well maintained
- Work in cooperation with the Business Manager and other members of the leadership team as needed to achieve the above objectives

Development and Fundraising

- Oversee fundraising, planning and implementation which includes identifying funding resources and resource requirements, and establishing appropriate positive relationships with funders including government, foundations, private donor, and others

- Ensure continuation of current grants as well as seek other grant opportunities
- Work in coordination with Director of Development with planning and implementing all fundraising events in particular annual golf tournament and annual 10K run

Professional Qualifications/Experience

- Must have a Master's degree
- At least five years of senior management experience
- Strong operational skills with demonstrated history of successfully managing budgets
- Held a successful lead role in fundraising as well as experience generating alternate revenue
- Demonstrated success in hiring, mentoring, developing, leading, and retaining staff

Desired Skills & Characteristics

- Ability to collaborate with, support, and lead a well-established administrative team
- Creative and innovative
- Exceptional interpersonal skills and emotional intelligence
- Inspirational, able to motivate
- Unquestionable integrity
- Energetic, self-directed, organized
- Ability to assess strengths and weaknesses in people and commitment to help them grow to reach their potential
- Handles conflict courageously

Interested candidate should send a cover letter, resume, credentials and NJ certificates to Larc School via info@larc.school.org, Attn: Susan Weiner, Executive Director; or fax to 856-933-3158. EOE/AA

About [Larc School](#)

Renowned for its warm, family-like atmosphere, Larc School, founded in 1968 is a non-profit, special education school serving pre-school children through adults with multiple disabilities. Larc cares for students with a wide range of moderate to severe disabilities. In addition to education programs for students ages 3-21, exceptional services include State Certified Special Education Teachers, Speech, Occupational, and Physical Therapies, Nursing, 1:1 support, School Psychologist, School Social Worker, Life Skills and Work Readiness Curriculum, Community Based Instruction, and more. Larc School has over 50 years of experience, excellence, and determination.

Larc is located in Bellmawr, Camden County, NJ, and serves all counties in the South Jersey Region. Larc is committed to providing the best learning and therapeutic experience and strives to meet the needs of all individuals in a dignified manner by providing opportunities for growth, development, and independence.