

Executive Director- Athens, Georgia

Hope Haven of Northeast Georgia, Inc.
Athens, GA

ORGANIZATION

Hope Haven of Northeast Georgia, Inc. is a \$3.5 M private nonprofit corporation whose primary purpose is to provide services for individuals with developmental disabilities who reside in the Athens-Clarke and surrounding counties. Hope Haven believes in the uniqueness, worth, dignity, and right to self-determination of every individual. We strive to prepare, empower, and support individuals with developmental disabilities and their families to participate fully in the community.

DESCRIPTION

This position reports to the Board President and is accountable to the Board of Directors, applicable state and Medicaid departments, Regional Office, United Way, staff, constituents and constituent representatives. The Executive Director is principally responsible for the day-to-day operations of Hope Haven of Northeast Georgia including, but not limited to, financial management, standards compliance, human resource management, public relations and accreditation. A successful candidate will direct the activities of one hundred (+) full and part-time staff to ensure individuals who receive services from Hope Haven gain opportunities for increased community participation.

RESPONSIBILITIES

- Directs the activities of all programming as specified by Medicaid Waiver manuals, DBHDD Provider Manuals, DCH, CARF, GVRA and contract with Regional Office of DBHDD.
- Collaborates with Director of Finance and Board Treasurer to develop and manage Hope Haven's annual budget (\$3.5 M) and directs key financial decisions.
- Develops positive working relationship with local and state level officials and serves as an advocate on legislative issues relevant to Hope Haven's core functions.
- Recruits and retains highly caring individuals to effectively manage the various programs offered by Hope Haven of Northeast Georgia.
- Administers all phases of the agency's professional and paraprofessional staff to ensure effective program development and implementation.
- Prepares staff and volunteers for various accreditation inspections and ensures any feedback is handled in a prompt manner.
- Provides sound leadership in administrative functions and other tasks in coordination with management team members.
- Maintains relationships in the community and participate in civic organizations in order to communicate needs of the agency and its clients.
- Works with local businesses and industries to foster success in work contracts and employment opportunities.
- Coordinates with the Assistant Executive Director to plan and prepare for all Board of Directors meetings.
- Attends all Board of Directors meetings and committee meetings as necessary.
- Supports Board of Directors on all major fundraising initiatives.
- Performs other duties as assigned.

- Conforms to all regulations, policies, work procedures and instructions required by Hope Haven of Northeast Georgia. Adheres to all professional standards required by the Service Providers Association for Developmental Disabilities (SPADD) and complies with the various federal, state and/or local laws that apply to and regulate their job responsibilities.

EDUCATION REQUIREMENTS

- Master's Degree in relevant field+ 7 years experience required; Doctorate-level degree + 10 years experience is preferred

OTHER REQUIREMENTS

- Experience working with adults with developmental and/or intellectual disabilities.

Salary Range: Commensurate with education and experience.

If you are interested in applying, please send a cover letter, resume and two letters of reference to applications@hopehaven.net and include the job title in the subject line of your e-mail.