



Job Posting

CEO
Long Branch, NJ

Exempt/Full-Time

Family & Children's Service (FCS) was founded in 1909 as a private non-profit 501(c) (3) social service agency whose mission to provide compassionate care, intervention and education to support people during challenging times in their lives. Over the past 109 years, FCS has earned a reputation as a trusted and essential resource for tens of thousands of individuals and families in need throughout Monmouth and Middlesex Counties in NJ. The agency has been at the forefront of social service delivery, creating and administering quality programs that address the needs of a changing society. FCS provides thirteen different programs, delivered by a small, but highly qualified and dedicated staff to more than 9,000 area residents annually.

Our **Representative Payee (Rep Payee)** program helps prevent individuals with physical, mental health and cognitive disabilities from becoming homeless by managing their money for them and ensuring their bills are paid. Our **Adult Protective Services (APS)** in Monmouth and Middlesex Counties protects vulnerable adults from being abused, neglected or exploited. Through our county grant funded **Home Care Services** we provide Certified Home Health Aides and supportive care aides in private homes, assisted living facilities and other settings bringing care, comfort and everyday assistance to clients; and our **Statewide Respite Care** provides respite support for caregivers caring for an elderly or disabled loved one or friend.

FCS's **Retired and Senior Volunteer Program (RSVP)** engages hundreds of seniors in volunteer activities. Through our **Reading Buddies** childhood literacy program and our **Healthy Buddies** childhood healthy behavior program, we have deployed hundreds of volunteer readers and mentors who have helped instill a love of books and reading and healthy behaviors in elementary age children in 15 schools throughout Monmouth County.

Through FCS's **State Health Insurance Assistance Program (SHIP)**, we coordinate the process in Monmouth County by which volunteers are trained to become Medicare counselors, helping people navigate the complex Medicare system.

FCS's **Medicaid Application Assistance Program (MAAP)** provides support and application assistance to eligible individuals seeking Medicaid benefits to meet their long-term care health-related costs. **The Home Care Grant Assistance** provides home care assistance to qualified frail, elderly and disabled residents of Monmouth County, and caregiver relief for those providing care to a relative or friend.

FCS also provides a range of in-home services as an alternative to nursing home placement that enable eligible individuals to remain at home through the **Jersey Assistance for Community Caregiving (JACC)**. In addition, our **Telephone Reassurance Program** offers weekend telephone safety checks to frail and vulnerable seniors in Middlesex County.

As FCS's oldest program, and the one on which FCS was originally founded in 1909, **Operation Sleighbells**, through the assistance and generosity of volunteers and donors, provides gifts for nearly 2,000 local children and their families each year during the holiday season.

Proud of its rich tradition, FCS remains committed to maintaining and establishing programs that meet community needs best addressed by the agency's mission. FCS also believes that a successful future requires nimbleness in responding to a changing environment; continued success increasing fundraising in a challenging economic environment; and a dedication to building collaborative relationships. Given its



longevity, FCS is uniquely positioned to work cooperatively with other social service agencies in serving Monmouth County's most vulnerable populations.

The Board is seeking a CEO who will share its passion for FCS's mission and goals. The CEO must be able to lead the organization with solid business planning and prudent financial strategies and to develop mutually respectful relationships with Board members, staff, donors, volunteers, and all government and community partners.

The CEO is accountable for the organization's service delivery, financial viability and community standing. The CEO reports to and works in partnership with the Board of Directors and is responsible for developing and managing the organization's budget and supervising staff and volunteers.

The CEO will be expected to assume a leadership role in preserving and building upon the work of an organization with a rich history and respected reputation for providing essential services to the community. It will be incumbent upon the CEO to continue to plan strategically for stabilization and sustainability, assuring a successful future for Family & Children's Service.

Responsibilities

Planning: Develops a shared vision for the future of the Agency in conjunction with the Board, creates business plans to accomplish the mission, and effectively communicates agency activities to the staff and stakeholders.

Fundraising: Provides leadership in all aspects of fundraising and volunteer development. Works with the Board of Directors to develop annual fundraising goals and ensures that action is taken to meet them. Develops and maintains relationships with key donors and funders and cultivates corporate and foundation funding sources to sustain and grow the Agency.

Administration/Management: Develops and maintains professional standards and practices for the Agency. Provides professional leadership for the development and ongoing implementation of the Agency's strategic plan. Oversees hiring, performance evaluation and retention of Agency staff. Ensures that the Agency meets the accrediting and licensing requirements. Provides oversight for the Agency's quality improvement process and ensures that continuous quality improvement occurs. Ensures the availability of effective and efficient support systems for the Agency, including computer services, training, human resources, finance, management information and facilities management.

Governance/Board Relations: Provides for the sharing of information with the Board that enables the Board to effectively carry out its governance role. Administers the affairs of the Agency in accordance with the by-laws and policies of the Agency, as well as within all applicable laws and regulations.

Communications & Public Relations: Serves as the chief professional representative of the Agency to donors, government supporters and the communities where the Agency operates.

Financial Management: Oversees the development of the Agency's budget, for approval by the Board of Directors. Manages the Agency within its annual budget. Ensures that the Agency maintains current information on available funding opportunities and seeks to develop programs consistent with the Agency's strategic plan.

BACKGROUND/EDUCATION/TRAINING/EXPERIENCE



- College degree required. Master's degree preferred (MBA, MSW, MPA, MPH) with experience in the management of health related services.
- At least seven years' experience as a senior level human services administrator in a complex health and human services organization.
- Demonstrated successful experience in fund development, volunteer development and management, communications, strategic planning, finance, personnel administration, marketing and program design, and continuous quality improvement.
- Familiarity with law and regulations governing the function of non-for-profit, family service, mental health and child welfare agencies
- Proficient in the use of computerized information systems

FCS offers good benefits which include: comprehensive medical/dental, vision benefits, employer-match 403(b) retirement plan, PTO program, Holiday pay and much more. Equal Employment Opportunity.

HOW TO APPLY

For more information visit www.fcsmonmouth.org. Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position and salary request to fvillaman@fcsmonmouth.org.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.