

EXCITING LEADERSHIP OPPORTUNITY

CEO / Executive Director

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Founded in 1876, The Children's Home of Kingston (CHK) is a highly personalized, multi-service agency serving the needs of youth ages 8-21, who are experiencing difficulty at home, in school, or in their community.

CHK has five residential cottages, a group home, and a special education school (Grove Street Academy) that is located on our main campus.

Specific Duties

- Establish Agency goals and monitors progress towards meeting them
- Provides leadership and vision to Administrative Team
- Creates and maintains a cohesive team of professional staff who work together to serve the staff and the residents at CHK
- Networks with other Agencies and professional organizations to be aware of changing industry trends
- In conjunction with CFO and Finance Committee develops an annual budget, monitoring expenditures and revenue throughout the year to insure financial stability for the Agency
- Ensures that the Agency is compliant with all government and oversight agency regulations
- Identify opportunities to partner with other community organizations or other Agencies to better meet the needs of the community

Minimum Job Requirements

Minimum Education & Training Requirements

- Master's Degree in Business, Public Administration, Human Service Administration, or other related field
- Minimum of ten years of upper level administrative or management experience
- Proven track record of success in the field of child welfare or human services
- Knowledge of not-for-profit funding streams from Office of Child and Family Services (OCFS), State Education Department (SED), and Office of Refugee Resettlement (ORR)
- Knowledge of and ability to supervise and guide various Departments including Buildings and Grounds, Clinical, Residential, School, Human Resources, and Finance
- Knowledge of the Justice Center reporting regulations and mandated reporter requirements

CHK offers competitive compensation and benefits including generous personal time off each year. Employer provided group health insurance, 401k retirement contribution, and short and long term disability insurance and other progressive benefits