



VERA LLOYD

PRESBYTERIAN FAMILY SERVICES

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- Job Title:** Chief Executive Officer
- Reports To:** Board of Directors
- Position Type:** Full-time/Exempt
- Compensation:** \$120,000-\$130,000 (commensurate with experience), plus an excellent benefits package
- Relocation Expenses:** Negotiable
- Hours:** 40+ hours per week, including evenings/weekends, as needed
- Location:** Little Rock, AR

Position Overview:

The Board of Directors of Vera Lloyd Presbyterian Family Services and Vera Lloyd Presbyterian Foundation are seeking an experienced and mission-driven leader to serve as our next Chief Executive Officer.

Vera Lloyd has been serving children, youth and families for over 100 years. With a mission to heal, prepare and empower children, youth and families in need, Vera Lloyd provides comprehensive residential and clinical services for foster and at-risk youth on their campus in Monticello, AR. The CEO works out of the administrative office in Little Rock, AR. This position has four direct reports, with a total agency staff of 45.

The primary duties of the CEO fall within the broad categories of: Program Management; Fiscal and Physical Plant Management; Personnel Management; Constituency, Board and Public Relations. Those responsibilities include implementing the strategic goals and objectives to fulfill the mission of Vera Lloyd and all its programs. The CEO is ultimately accountable for the effective and efficient operation of the agency.

The CEO oversees an agency operating budget of \$3.5 million and a foundation endowment of \$13 million.

Key Responsibilities:

Program Management:

- In cooperation with the Director of Residential and Clinical Services, provides and evaluates programs that will serve client needs in keeping with the agency mission
- Represents the program needs of the agency with the appropriate state departments and other stakeholders
- Provides leadership to ensure continuing accreditation and quality assurance

Personnel Management:

- Provides leadership that builds camaraderie and team spirit among the staff ensuring clarity of objectives and accountability
- Recruits and develops an effective Executive and Administrative staff capable of achieving goals and objectives of the Agency
- Ensures adequate and ongoing training is made available to all Administrative staff
- Sets criteria and appropriate compensation for staff

Constituency, Board and Public Relations:

- Works with the Director of Development to build, expand, and maintain external relations with funding sources, including individuals, corporations, foundations and churches
- In cooperation with the Director of Development serves as the primary contact to establish and enhance relations with major donors
- Maintains open communication with the Board of Directors
- In cooperation with the Board Chairs is responsible for planning the meetings of the two boards
- Responsible for leading the implementation and updating of the Agency's Strategic Plan.
- Participates in the recruitment of new members of both boards

Experience, Skills and Qualifications:

- Bachelor's degree required, advanced degree preferred
- Minimum of 5 years of senior management experience, with a proven track record in leadership; previous experience as a nonprofit executive in a social services agency preferred
- Demonstrated fundraising experience, including cultivating, soliciting and stewarding donors; capital campaign and planned giving experience a plus
- Ability to understand and interpret financial statements
- Dedication to confidentiality in all areas
- Have a willingness to work as a team
- Highly organized with attention to detail
- Strong interpersonal and communication skills
- Possess skills necessary to negotiate contracts with government agencies and other service providers
- Working knowledge of HIPAA and Medicaid preferred
- Successfully passes initial background checks and pre-employment drug screening

How to Apply:

To apply in confidence, submit the following materials via email to Vera Lloyd Search Committee at veralloydjobs@gmail.com:

- letter of interest outlining your qualifications for this position and related experience
- resume
- names and contact information for three professional references.

The Search Committee will begin reviewing applications immediately. This position will remain open until filled.

For more information or to view the full job description: www.veralloyd.org.