



New Horizons Village • Cherry Brook Health Care Center • New Horizons Middlebury

New Horizons, Inc. Job Description

Job Title: Chief Executive Officer

Reports To: Board of Directors

TO APPLY: Please send your resume with a cover letter to Applications@nhvillage.org

ABOUT THE ORGANIZATION

New Horizons, Inc. is a multidivisional nonprofit organization dedicated to empowering seniors and adults with physical disabilities to live as independently as possible. We provide our population with housing, accessible transportation, and other support services. We are currently seeking a **hands-on, strategic CEO** to guide us into our next chapter of growth.

SUMMARY

The Chief Executive Officer plans, develops, and establishes policies and objectives of the organization with the Board and performs the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides leadership and fosters a creative environment.
2. Confers and works with the Board and staff to plan organization's objectives, develops organizational policies and budgets, and establishes responsibilities and procedures for attaining objectives.
3. Participates in all meetings of the Board, and, either personally or by delegation, all committees.
4. Ensures financial success of the not-for-profit organization.
5. Acts as spokesman to the public and government.
6. Approves and maintains all contractual relationships for New Horizons, Inc.
7. Develops relationships and partnerships with other nonprofits, associations and organizations while forwarding the interests of New Horizons, Inc.
8. Directs all financial activities to assure funding for operations and sustainability.
9. Directs advocacy activities of the organization.
10. Plans and develops policies designed to improve organization's image and relations with clients, employees, and public.
11. Ensures all regulatory requirements are met.
12. Continually examines and promotes new business opportunities aligned with our mission

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

37 Bliss Memorial Road, Unionville, CT 06085

P: 860.675.4711 **F:** 860.675.4369 **W:** NewHorizonsInc.org

SCOPE OF RESPONSIBILITY

The CEO must provide a strategic vision for the organization and have the ability to analyze the opportunities for the organization, based on a deep understanding of the industry-driving forces of housing, transportation, care and services for seniors and adults with disabilities, as well as the acumen to develop strategies that meet the needs of these different segments.

SUPERVISORY RESPONSIBILITIES

Ability to organize and inspire a leadership team to deliver content and services that promote our mission; create a fiscally sound administrative and programmatic structure; develop and execute operational plans; guide and support staff, be visible and decisive and continually evaluate the staffing and consulting needs of the organization.

Responsible for the overall direction, coordination, and evaluation of staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, planning, assigning, and directing work; appraising performance; rewarding and disciplining and discharging employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university and ten years related experience and/or training. An advanced degree or certification in a related field of study is preferred. Business experience related to housing, health care, especially in a nonprofit environment, is preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to public groups and boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

INTERPERSONAL SKILLS

Internal and external relationships involve all components of the organization structure. The incumbent must be able to communicate, in a critical environment, to members, staff and public policy makers.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS

- Medical, dental and vision insurance
- Generous PTO
- 401k with 6% employer match
- Life and AD&D insurance
- Short-term disability
- Long-term disability
- Employee assistance program

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