

Confidential
CRITERIA
PRESIDENT CHIEF EXECUTIVE OFFICER
HUMAN RESOURCES DEVELOPMENT INSTITUTE, INC.

EDUCATIONAL REQUIREMENTS

- Masters Degree and/or Doctorate in Social Work or Related field from an Accredited School;
- Masters Degree and/or Doctorate in Public Administration;
- Masters Degree in Business or related field

PROFESSIONAL EXPERIENCE

- Minimum of Ten (10) years in Management of Social Service Agency or Related field; and, a minimum of five (5) years in Senior Leadership;
- Experience and working knowledge of Corporate Structure of Non-Profit and For Profit Organizations (including but not limited to: ways to diversify revenue sources; fundraising as related to non-profit entities; marketing; preparation of an annual budget, financial statements)
- Experience in current Information Technology and future trends
- Experience with Marketing Strategies;
- Experience with process and Requirements of Accrediting Agencies/Federal, State and Local Governing Agencies and Funding Sources
- Familiarity with Governmental Processes such as Grants and Contracts and the political process.
- Experience with community organizations within program areas served by HRDI
- Supervisory experience with Management and Employee Policies
- Experience with Public Relations having excellent written and speaking abilities; Needs Exceptional interpersonal skills
- Experience with the legal mandates governing social service agencies, including but not limited to Homelessness, Drug Addiction, Mental Health, Adolescent and Child Welfare, Group Homes, Independent Living Programs, Transitional Living Programs, Community Assisted Living Programs;
- Experience with governing agencies, in Illinois, such as Department of Human Services, Department of Children and Family Services, Department of Mental Health, Office of Alcohol and Substance Abuse (e.g., Rule 2060 and 132 changes);
- Ability to have and maintain good relationships with representatives of funding sources
- Experience with Behavioral Research methodologies;
- Publications
- Experience with facilities management;

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- The skills to develop and articulate a vision for HRDI that has broad based support both within the organization and in the community.

ANTICIPATED RESPONSIBILITIES

- Supervise the business affairs of the agency in accordance with mandates established by the Board of Directors and legal mandates/requirements of applicable local, state and Federal law.
- Prepare and Implement an Annual Budget Established by the Board of Directors;
- Develop partnerships/relationships with other similar agencies/organizations in the community
- Oversight and direction of HRDI's operational and programmatic activities;
- Review and Evaluation of agency programs, policies and management practices;