



LifeStream

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Partners

LIFESTREAM

PRESIDENT AND CHIEF EXECUTIVE OFFICER

The Organization:

LifeStream was founded in 1976 by a group of concerned parents seeking better care for their adult children with intellectual and physical disabilities. There were few options then for quality care, and many remained in institutions with limited services and unfulfilling lives. The establishment of LifeStream created respectful, professional care for those in need.

LifeStream has grown to become one of the premier non-profit human service organizations in Southeastern Massachusetts. Despite our growth, we are still committed to the early vision of those parents who fought so hard to enrich the lives of their children.

LifeStream offers participants an array of services and care:

- Community residences for those needing 24-hour supervision and a greater degree of support
- Services for those living on their own but requiring individualized support to maintain their independence
- Residential options for individuals who cannot safely live alone and want the comfort of a home environment
- Supported Employment/Community-Based Supports providing therapeutic, educational and employment supports for adults with disabilities
- Employment & Training programs to assist economically disadvantaged people find and maintain career employment
- Autism Services for children between 3 and 22 years of age
- Services for those with Acquired Brain Injury and Traumatic Brain Injury
- Clinical Services to optimize the health and well-being of the individuals we serve, including medical, psychological, physical, occupational and speech therapy

Mission and Guiding Principles

The mission of LifeStream is to provide community-based services throughout Southeastern Massachusetts that promote personal dignity, independence and the removal of barriers through the provision of individualized support and education.

LifeStream strives to provide its clients with access to quality resources and opportunities to develop their potential and achieve their dreams. Therefore, we actively oppose prejudice and intolerance, celebrating the value in all people regardless of their abilities, appearance or beliefs. LifeStream strives to contribute to each neighborhood where we reside. Furthermore, we work diligently to be a fair, thoughtful and supportive employer.



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The Role:

Location: New Bedford, Massachusetts

Position Summary:

The President and Chief Executive Officer (CEO) is responsible for managing all administrative, operational and financial functions in implementing Board policies for this \$27 million, 550+ employee non-profit organization.

The CEO is responsible for advancing the interests of the organization as expressed in the Mission Statement. S/he is accountable to the Board of Directors for the efficient and effective management of the organization.

Direct reports to the CEO are the Chief Financial Officer, Chief Operating officer, and Senior Vice President, Employment and Training.

Key Responsibilities:

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 include the following.

Administrative Responsibilities

- Responsible for administrative operations and the delegation of responsibility within the organization, and the establishment of formal means of accountability.
- Responsible for the effective delivery of high-quality consumer services.
- Accountable for the operation of appropriate project and business development activities.
- Responsible for the financial integrity of the organization.
- Ensure that all contract issues are managed efficiently and effectively and in accordance with policies of the Board of Directors.
- Establish and maintain a quality improvement process for the organization, including the periodic assessment of consumer satisfaction.
- Assure that all financial transactions are conducted in accordance with generally accepted accounting standards, prudent judgment, and are within the framework of the requirements of local, state and federal laws.
- Require accurate and timely reporting to meet all State and Federal laws and regulations.
- Require an annual audit, with appropriate actions taken that are consistent with the findings.



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- Require the development, maintenance and timely updating of operational procedures manuals as appropriate.
- Ensure that effective communication is maintained with all appropriate constituencies.
- Designate a member of the staff to serve as acting executive in the absence of the President.
- Responsible for keeping the Board of Directors and Staff abreast of legislation, regulations or any other action, that might have an important effect on operations and for making recommendations for appropriate action.
- Ensure that the safety of all employees, service recipients, guests, visitors and others is adequately addressed and protected.
- Prepare and distribute all necessary materials to members of the Board of Directors in preparation for each board meeting, including the agenda, meeting minutes, CEO board report, and relevant financial statements.
- Assist and support the governance committee in board development, recruitment and orientation.
- Responsible for the efficient and cost-effective deployment of information technology systems.

Personnel Management

- Mandate an effective personnel system to support hiring, promoting, rewarding, disciplining and terminating employees in accordance with established policies and procedures.
- Ensure that all policies and procedures are in accordance with pertinent federal, state, and local government requirements.
- Responsible for the effective operation of all employees, acting as liaison between the staff and Board, and ensuring that staff development is in accordance with policies of the Board and relevant regulations.
- Maintain an effective working relationship with all employees and members of the Board of Directors.
- Promote the philosophy and values of the organization among all employees.
- Require a system for the productive performance of all personnel through appropriate forms of employee professional development, the maintenance of written descriptions of all positions and the effective application of an employee appraisal system.
- Accountable for the equitable application of personnel policies and procedures.
- Demonstrate the importance of continuing professional development by engaging in formal and informal means of continuing professional education.
- Maintain and periodically update a systematic wage and salary plan.

Organizational Responsibilities

- Periodically assess facility activities, organizational structure and staffing patterns.
- Implement change as appropriate, or depending on the negotiated designation of authority from the board or directors, recommend such change for board approval.
- Develop and maintain effective local and regional networks, and other affiliations as appropriate, in accordance with the policies of the Board.



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Planning Responsibilities

- Responsible for the periodic review and updating of short- and long-term strategic plans aimed at achieving the mission and goals of the organization.
- Formulate and present work plans and budget recommendations for annual Board approval.
- Facilitate the periodic review of the organizational documents and make recommendations for change, as appropriate, to the Board of Directors.
- Active participant in the annual review of the capital budget.

Public Relations

- Ensure that public relations are well organized and conducted in a cost-effective manner.
- Responsible for the effective representation of the organization at public, civic and other organizational activities and meetings, as appropriate.
- Serve as the representative of the Board in all matters, except in cases where the Board has specifically authorized another individual to a specific area of their focus or concern.

Candidate Profile:

Professional Experience:

- 6 to 8 years of progressively responsible senior leadership and management experience in a similarly complex, multi-site, multi-service non-profit social services organization serving individuals with disabilities and their families.
- 6 to 8 years of experience in a Massachusetts DDS-funded environment.
- Comprehensive professional understanding and background in working with individuals with disabilities in a high-quality environment is preferred.
- Experienced team builder and leader of a high performing and dedicated staff; ability to work with a wide range of people – both internal and external to the organization.
- Track record of working collaboratively with a Board of Directors on strategic planning and mission-execution.
- Direct experience and understanding of the political dynamics surrounding changing and complex state funding and legislation, particularly as it relates to organizational sustainability/growth, as well as how it impacts individuals with disabilities and their families.
- Experience working in a community setting and responsive to community needs.

Personal Attributes:

- Strategic and visionary leader with sound judgment and high ethical standards.
- Results oriented; able to understand financial and programmatic requirements and provide solutions in a changing funding environment.
- A collaborative and motivational management style; leads by example and empowers staff.
- Excellent relationship building skills and ability to identify strategic partnerships.



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- Strong financial management skills and enjoys working in partnership with a CFO and the finance team.
- Superior written, verbal, organizational, presentation and auditory and visual skills.

Education:

- Master's degree in a relevant discipline.

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To learn more about this opportunity, please contact:

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