



## CHIEF EXECUTIVE OFFICER IDEAL CANDIDATE PROFILE

Employment Horizons, a provider of innovative programs and employment opportunities for individuals with disabilities and other barriers to employment, has been serving the greater Morris County area since 1957. At this time, the organization is recruiting a Chief Executive Officer (CEO). The ideal candidate will be a dynamic, entrepreneurial professional with experience leading a growing nonprofit enterprise.

### EMPLOYMENT HORIZONS

Employment Horizons provides job training and placement services for people with disabilities and other barriers to employment in the greater Morris County area. The organization's mission is to *assist people with barriers to employment to achieve their individual vocational objectives and establish self-sufficiency in the community.*



In addition, the organization meets the needs of hundreds of small and large companies across the NJ/NY/PA tri-state area and beyond by providing them with dependable and highly motivated employees to fill service sector, fulfillment, groundskeeping, janitorial, administrative, and other positions.

In 2020, participants in Employment Horizon's Social Business Enterprise earned \$1.4 million. More than 400 individuals benefited across programs including Career Development Services, Vocational Rehabilitation Services, Transition/Evaluation Services, Social Business Enterprises, and Culinary Arts Training. The organization generated almost \$6 million in revenue from the janitorial, groundskeeping and fulfillment services provided through the Commercial Services program.

### Programs and Services for Individuals

Employment Horizons serves individuals 16 years of age and older who have developmental, physical, and/or emotional disabilities or other barriers to employment that limit their ability to obtain or maintain a job. Applications are referred by various governmental agencies and school districts that also pay fees for services provided. A pre-screening process that includes intake interviews ensures that the organization's services match clients' needs.

## Business Solutions for the Greater Morris County, NJ Area



Businesses throughout Morris County, New Jersey and beyond rely on Employment Horizons to meet their staffing needs. Employment Horizons places individuals in fulfillment services roles for assembly or other labor-intensive tasks, warehouse work, cleaning services, and reception desk positions. Clients range from small businesses and government entities to Fortune 500 companies.

## THE ROLE OF THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (CEO) serves as the primary spokesperson for Employment Horizons, providing the leadership necessary to ensure that organizational, program, budgetary, community relations, and fundraising objectives are achieved in accordance with the strategic initiatives and directions provided by the board of trustees within established guidelines.

### Fiscal Management

- Provides oversight for the financial affairs of the organization, including but not limited to working with the Controller in the preparation of the annual budget, statements of financial position, and monthly profit and loss statements.
- Approves expenditures within the limits of the board approved budget.
- Provides information to the board regarding significant purchases and expenditures, as well as new sources of revenues.
- Ensures that financial policies and procedures are followed and that internal controls are vigorously enforced.
- Ensures efficient management of agency resources and ongoing growth of the organization.

### General Administration

- Oversees management of the organization including staff, programs, and physical plant and grounds.
- Directs professional staff by delegating responsibilities as necessary to effectively serve the organization's clients and accomplish its goals.
- Ensures ongoing compliance with the standards established by CARE, the Division of Vocational Rehabilitation Services (DVRS), and the Division of Developmental Disabilities (DDD).
- Ensures that the organization is in compliance with all legal and regulatory requirements including but not limited to reporting and licensing requirements, corporate status, contractual agreements, employment practices, rights and privacy of the persons served, mandatory employee testing, insurance and risk management.
- Ensures the health, safety and general welfare of all employees and program participants.

- Ensures partnerships are actively developed with business entities to provide consistent training and employment opportunities for program participants.
- Ensures that all customer service issues are resolved promptly and appropriately.

### Human Resources Management

- Oversees the recruitment, interviewing, hiring, performance evaluation, training and termination of all employees.
- Oversees the development and administration of personnel policies and procedures for employees and volunteers.
- Ensures compliance with all federal and state employment laws including the affirmative action program and annual filing of EEO-1 form.
- Ensures job descriptions are current and all employees held accountable to perform their duties as identified.
- Ensures timely performance evaluations are conducted on all employees.
- Evaluates and/or reviews performance evaluations on all employees.
- Ensures agency wide human resources needs are met and employees are trained to ensure competency and use of best practices.
- Investigates and resolves employee complaints and grievances.

### Board of Trustees

- Serves as the principal professional resource to the board of trustees and key committees, assisting them in matters of policy formation and interpretation.
- Communicates regularly and openly with the board to provide updates on organizational activities, progress, and issues of concern to enable Trustees to make sound decisions and establish effective policies.
- Creates a culture of partnership between the board and staff based on genuine trust and respect for each other's contributions of time, talent, and resources.
- Ensures administrative support is available for the board's activities.
- Implements the policies established by the board of trustees through the administration of the organization and its activities.
- With input from the board president, prepares the agenda for regular board meetings.
- Participates in board meetings (i.e., providing input information and feedback as the organization's liaison).

### Public Relations

- Represents the organization to the community and fosters a good relationship and image among stakeholders, business leaders, and the general Morris County Community.
- Serves as the chief spokesperson for the organization.
- Oversees and coordinates the agency's public/community relations programs and activities.
- Serves as an advocate for funding and policies that benefit the organization's program participants.

## Strategic Planning

- Leads the development and implementation of strategic plans into tactical actions/activities.
- Ensures annual outcome measurement results are evaluated, utilized in program planning, and reported to the board, staff, and other stakeholders.

## Fund Development

- Works closely with the Trustees to design and implement various fundraising plans to secure adequate funding including preparing and supervising foundation and corporate grants, donor development, special events, etc.

## Physical Demands and Work Environment

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

Although the position is predominately sedentary, the employee is occasionally required to stand and walk. The position requires frequent reaching and use hands to handle/grasp objects and utilize a computer, calculator, and telephone.

The employee may occasionally have to lift and/or move up to 25 pounds. Specific vision abilities include close, distance, color, peripheral vision, depth perception and the ability to adjust focus. The noise level in the work environment is usually moderate.

## IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES

The ideal candidate will bring to Employment Horizons three years in a senior executive position, as well as:

- A master's degree in rehabilitation counseling (or a related field), business, or public administration.
- Ten years of demonstrated successful management and supervisory experience in a community rehabilitation setting.
- Knowledge of financial statements, budgeting process, and accounting procedures.
- Strong organizational, analytical, and planning abilities.
- Knowledge of current trends and issues in vocational rehabilitation.
- Ability to coordinate a diversity of programs.
- Passion for the mission.
- Strategic thinker with high level of integrity, ethics, and trust.
- Excellent verbal, written, and presentation skills.

- Excellent ability to motivate and influence others.
- Inspirational leadership skills.
- High degree of common sense, good judgment, and problem-solving skills.
- Excellent ability to address multiple tasks with changing priorities.
- High degree of accuracy and attention to details.
- Excellent conflict resolution and negotiation skills.

## COMPENSATION

Employment Horizons offered a competitive salary and benefit package to the candidate selected to be their new CEO. In addition, the CEO position at Employment Horizons offers an opportunity to lead a dedicated team of professionals that is making a profound difference in the community and in the lives of the individuals who enjoy greater independence and are able to participate more fully in in society because of the organization's work.

## CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Debbie Donohue, Senior VP, Research, at [debbie@dcm-associates.com](mailto:debbie@dcm-associates.com). If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Allan Weisberg, Managing Director & Chief Learning Officer at [allan@dcm-associates.com](mailto:allan@dcm-associates.com) or Dennis C. Miller, Founder & Chairman at [dennis@dcm-associates.com](mailto:dennis@dcm-associates.com) or by phone at 201.956.1810.



*Executive Search  
Nonprofit Leadership  
& Board Performance*

December 29, 2021