

**CHIEF EXECUTIVE OFFICER FOR ASSURED FAMILY SERVICES, A NON-PROFIT AGENCY PROVIDING
COUNSELING AND MENTAL HEALTH ASSESSMENTS OF YOUTH AND FAMILIES, IN AND OUTSIDE THE
JUVENILE JUSTICE SYSTEM**

JOB SUMMARY: The CEO reports to the Assured Family Services' Board of Directors and is responsible for the organization's consistent achievement of its mission objectives. In program development and administration, the CEO plans, develops, organizes, directs and oversees all operations of AFS to meet the mission and goals of its funding and partner organizations and required mandates, as well as requirements set by contract, applicable federal, state and local regulations and accrediting agencies.

JOB SPECIFIC OBJECTIVES:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration and systems; recommend timelines and resources needed to achieve the strategic goals.
- Leads development of strategic business plans and marketing programs to best position AFS for sustainable mission impact.
- Assists in the development and monitoring of the budget for departments; contributes to the financial stability of the agency through achievement of budget targets and expense goals.
- Actively engage and energize AFS board members and partner organizations.
- Develop, maintain, and support a strong Board of Directors with significant branding as needed.
- Lead, coach, develop, and retain AFS high-performance senior management team.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board and other constituents.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities for programming and grant development.
- Build partnerships in new markets, establishing relationships with funders, and political and community leaders.
- Be an external local presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional replication.
- Coordinates and reviews the maintenance of effective and appropriate staffing as evidenced by ongoing budgetary analysis.
- Effectively selects, plans, and deploys the use of information technologies to help the organization achieve its strategic and operational objectives
- Coordinates the development, promotion and implementation of services and programs.
- Consistently serves as a role model for all employees by adherence to, and positive attitude towards, all policies, programs and activities.
- Consistently and efficiently seeks out, understands, listens and conveys information in a clear manner, as necessary, in both written and verbal forms.

- Monitors the process of daily operations to ensure quality, and ensures client/customer sensitive treatment for all youth, families and referral sources.

PREFERRED QUALIFICATIONS:

Master's degree with significant senior management experience in nonprofit, child welfare, juvenile justice or child and family mental health. Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth. Proven leadership, coaching, and relationship management experience. Unwavering commitment to quality programs and data-driven program evaluation.

Other qualifications include:

- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong business acumen/management expertise within strategic planning, marketing/social enterprise, operational management, finance, human resources and information technology deployment.
- Fund development knowledge and skills when needed or applicable.
- Strong marketing and public relations skills with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

AGENCY DESCRIPTION:

Assured Family Services (AFS) is the gateway to Wayne County Juvenile Justice, providing Court- ordered Child Welfare services, as well as Outpatient Mental Health and Substance Abuse services to children and families in Wayne County, Michigan. Founded as a collaboration of agencies to improve continuity of care by reclaiming adjudicated youth and families, making communities safer and managing funds better, our strengths combine best expertise and practices in behavioral health, utilization review and community services. AFS's commitment to timely, accurate assessments and access to appropriate services covers a broad spectrum, from prevention to residential treatment, including home-based, to assure the best treatment at the right time in the most positive, least restrictive environment. For additional information, go to www.the-jac.org

Please email resume or curriculum vitae to Deborah Brouwer at: dbrouwer@nemethlawpc.com