



Georgetown Harmony Homes
Position Title: EXECUTIVE DIRECTOR
Accountable to: Board of Directors

Summary of Responsibilities:

The Georgetown Harmony Homes (GHH) Executive Director is responsible to promote the mission, vision, and goals of the organization; develop and maintain positive relationships within and outside the organization; supervise day to day operations; collaborate with the Board of Directors and the various teams to accomplish the mission of GHH.

Duties and Responsibilities:

1. Promote the mission, vision and goals of the organization through relationships, verbal and written communication, and effective partnering and collaboration
2. Collaborate with the BOD to think strategically, develop, and execute short-term and long-term plans for the organization
3. Develop and nurture relationships and partnerships including:
 - a. The Board of Directors (BOD)
 - b. Families and residents
 - c. Staff
 - d. Advisory Council
 - e. Local churches and nonprofit organizations in order to promote giving and resident life choices
 - f. Area business, community and civic clubs.
 - g. Interested individuals and volunteers in the community
4. Operational oversight
 - a. Guide and support ongoing program operations through collaboration with the Associate Director.
 - b. Direct, supervise, and evaluate office staff, including Associate Director and Administrative Assistant, in collaboration with appropriate Board teams
 - c. Ensure compliance with all regulatory and licensing requirements, generally serving as Licensing Administrator
 - d. Complete mandatory annual education hours as Licensing Administrator
 - e. Communicate pertinent organizational information to resident families, staff and the BOD
 - f. Encourage staff and residents in establishing a positive, nurturing, and spiritual culture in each home
5. Collaborate with Board Teams
 - a. Executive Team
 - b. Human Resources Team
 - c. Advancement Team
 - d. Finance Team
 - e. Program Team
 - f. Facilities Team

Qualifications:

1. Understand, support, and advance the mission, vision, and values of Georgetown Harmony Homes
2. Hold a degree from an accredited four-year college or university in Business, Special Education, Social Work, or a related field; an advanced degree is preferred
3. Minimum of 10 years of relevant post-college work experience
4. Prior experience working with people with developmental disabilities, and have a passion for serving and advocating for them
5. Experience working with a non-profit board of directors
6. Extensive experience in directing and managing employees and cultivating a positive culture
7. Possess understanding of all applicable rules and regulations for Adult Foster Care group homes
8. Significant experience working with Community Mental Health and other relevant governmental entities
9. Strong written and verbal communication skills
10. Strong networking, interpersonal, organizational, and time management skills
11. Valid Michigan driver's license with a clean driving record
12. Must pass a drug screen and criminal background check

Status/accountability

1. Expected to attend all Board of Director meetings and submit a monthly report
2. Is not a voting member of the Board of Directors; nor make direct motions
3. Accountable to the Board of Directors, with an annual performance review by the Executive Team

Benefits/arrangements: Please contact Georgetown Harmony Homes at 616-226-3473

Updated 2-7-22, Exec Team