



## **Executive Director**

### **Position Announcement**

#### **Organization**

For over 40 years Special Citizens Futures Unlimited (Special Citizens) has been providing comprehensive services for those on the Autism Disorder Spectrum. Special Citizens began with a few parents joining forces to provide services and support for their aging adolescents. Special Citizens opened its first residential location in December 1981 and since then has expanded offerings to include 22 Residences, 4 Day Habilitation programs and Community Habilitation services.

Headquartered on the Grand Concourse in the Bronx, Special Citizens currently has an annual budget of \$15 million and over 200 staff who serve 350 individuals yearly in New York City and Westchester. With a person-centered approach to all programming and services, Special Citizens is one of the few agencies that primarily focuses on men, women and children with autism. All consumers are included in the planning of their services and activities, which concentrates on the individual's specific needs and goals.

#### **Overview of the position**

With aspirations to become the center of excellence for holistic life management for individuals with autism, Special Citizens seeks an entrepreneurial leader with a demonstrated history of executing strategic priorities and furthering the organizational mission.

The ideal candidate will be passionate about our mission and the welfare of autistic adults. They will also have established relationships with the NYS regulatory agencies, and experience with contract management, compliance and reporting requirements. Thorough experience with donor cultivation and the establishment of diversified funding streams is an additional requirement.

#### **KEY RESPONSIBILITIES**

##### **Strategic Vision**

In partnership with the Board of Directors, create a strategic plan to set the future direction for Special Citizens.

Ensure that the vision for the organization is clear and that all stakeholders are aware of and responsible for executing that vision.

Stay abreast of external trends and issues that may impact the future direction of the human and health services sectors; ensure board is updated regularly.

Assess the programs and needs of the consumers to identify program improvement and expansion opportunities, especially in the areas of medical and behavioral services and social interaction.

### **Leadership**

Establish standards of excellence across all entities and motivate staff to achieve these levels.

Unify the organization and establish a high-performance infrastructure to guarantee improved staff engagement and satisfaction.

Provide direct supervision of the senior management team and relevant departments to confirm all are implementing their established protocols.

Ensure that sound human resource practices are in place, including recruitment as well as ongoing training and development.

Promote increased visibility and awareness of Special Citizens through the formulation and implementation of a sustainable communications campaign

### **Growth and Sustainability**

Serve as the face of and key spokesperson for Special Citizens to all external stakeholders, participate in thought leadership, and influence decision-makers around needs for those on the Autism Disorder Spectrum.

Assess opportunities for organizational growth based upon data and research considering the future direction of the NYS regulatory agencies.

Develop a fundraising strategy in conjunction with the Fundraising Committee to ensure that new and diverse funding streams are identified, and to secure new and unrestricted resources.

Oversee sound fiduciary management for all departments; organizational and project budgets, accurate and timely financial reporting, investment strategies, grant compliance, and annual audits.

### **Background and Qualifications**

The next leader of Special Citizens will be, entrepreneurial and person-centered in their approach to program and service delivery, passionate about our mission, and exhibit compassion for the individuals we serve.

### **Skills and Attributes:**

- Demonstrated history of executing vision and strategic priorities.
- Proven track record in securing unrestricted funds and developing diversified funding streams across all disciplines.
- Strategic thinker, especially in planning and building of collaborative relationships.
- Strong leadership, team-building, and supervisory skills.
- Superior financial acumen and substantial budget management experience.
- Must be an excellent communicator – both written and verbal.
- Hold a valid, unrestricted driver's license.
- Prepared to travel frequently between locations.

## **Qualifications**

Master's Degree in human services or related field and a minimum of 7 - 10 years management experience with increasing responsibility.

**Compensation and Benefits:** Competitive and commensurate with experience

**How to Apply:** Special Citizens is an Equal Opportunity Employer. Interested applicants should email their resume, cover letter and salary requirements to the Special Citizens Search Committee at [scfued@supportcenteronline.org](mailto:scfued@supportcenteronline.org). Applications will be considered on a rolling basis, so interested applicants are encouraged to apply early.

**Applications without cover letters that directly address the candidate's fit with the key qualifications will not be considered.**

Visit Special Citizen's website at <https://www.specialcitizens.org/>