



Northern Hills Training Center is seeking a politically astute, collaborative leader with high personal and professional integrity who can thrive in a challenging, creative, fast-paced environment in collaboration with a management team to fill the Chief Executive Officer leadership position. This position reports to a seven-member Board of Directors.

POSITION SUMMARY: The CEO/Executive Director is responsible for the executive leadership and management of Northern Hills Training Center. The CEO provides strategic vision, direction, and leadership in achieving NHTC's mission, values and strategic initiatives. Critical to this position is the development and cultivation of effective relationships – with people supported and their families, staff, the Board of Directors, leaders of other Community Support Provider (CSP) agencies, local and state agencies, governmental bodies, and key leaders in the community. The successful candidate must have strong fiscal management experience and effective public speaking, communication, and presentation skills.

ORGANIZATION: Northern Hills Training Center's is a non-profit community service provider with 175+ trained employees working together to provide a support system for 130+ individuals with intellectual and developmental disabilities. We support each individual in their pursuit to be integrated vocationally and residentially in the community. In addition to providing quality care, we assure each individual has a meaningful life and encourage each person to achieve their personal goals.

DUTIES:

- Work with the Board of Directors to communicate the vision, needs, finances and operational objectives of the agency.
- Serve as liaison and visionary leader with the Board of Directors to the leadership team, parents, stakeholders, and the individuals we serve.
- Interpret and execute the intent of Board policy, while leading the leadership team in operational, personnel and general management decisions.
- Advocate for the rights, services, and safety of the individuals we serve through effective communication, information, and presentations with local, state, and federal government agencies.
- Develop and execute sound personnel procedures and practices, while maintaining staff morale and loyalty to the organization.

- Serve as a visionary leader for the implementation of the NHTC Strategic Plan.
- Execute the financial and human resources to maintain facilities, equipment, fleet vehicles, supplies and personnel services.
- Demonstrate effective public speaking, communication, and presentation skills to promote NHTC programs, services and needs to the local community through advocacy, visibility, and service.
- Foster positive external relations with local community businesses, media resources, parents, stakeholders, and potential donors.
- Collaborate and work with other state and regional Community Service Providers.
- Ensure a high-level standard of care for those we serve with honest, ethical, and professional integrity.

REQUIREMENTS: Bachelor's degree or equivalent combination of education and work experience required. Minimum of five years senior administrative and leadership experience working in a complex organization with fiscal responsibilities required, with an emphasis in programs servicing intellectually and developmentally disabled individuals. Ability to collaborate and work in a team environment, along with effective public speaking, communication and presentation skills are required. Must demonstrate the ability to negotiate effectively, make difficult decisions and establish trusting relationships with diverse groups and individuals. Ability to use Microsoft Excel, Word, PowerPoint, Outlook, and Publisher is needed. Familiarity with web based online training programs and general web-based software programs is expected.

COMPENSATION: Salary commensurate with skills and experience, plus competitive benefits package.

TO APPLY: Please send a cover letter, resume and the names and contact information of at least three professional references to:

**Northern Hills Training Center
c/o CEO Search Committee
625 Harvard St.
Spearfish, SD 57783**

Applications must be received by Friday, September 8, 2023.

For information regarding Northern Hills Training Center, please contact the current CEO, Rich Mulholland at (605) 642-2785, ext. 205. Questions specific to the position and search may be directed to Jane Klug, Search Chair, at jane.klug@bhsu.edu.

NHTC is an EEO/AA employer. Employment is dependent upon a satisfactory background check.