

EXECUTIVE DIRECTOR

EMAN Community Living, Inc. a medium size provider of community based mental retardation agency, is looking for an established leader with proven human services management abilities to become its next Executive Director.

The Agency: The executive director is responsible to the board for the overall direction and operation of the agency. He/She is responsible for management of strategic and operational planning, program planning and evaluation, all levels of human resources and workforce development, physical plant, information systems, and all legal compliance, risk and quality assurance, including state statutes and licensing agency. He/She provides solid leadership, management, and administration in the area of comprehensive clinical service delivery and fosters appropriate community and public relations through state, regional, and local linkages, and building and maintaining relationships with persons served and their family members, advocacy groups, and other public and private connections. The executive Director reports to the board of directors.

Minimum Qualifications: EMAN is specifically looking for a someone who has considerable leadership experience in human services organizations. General management and leadership skills are essential. The successful candidate must have a Bachelor's Degree in a human service. Must have experience in working with a Board of Directors. Must have experience in working with a broad range of constituents, including persons served, family members. Must exhibit deep respect for people; must have knowledge of the mental retardation field.

Education and Experience: The preferred candidate will have a Master's Degree in a related field of human services and a career history of proven human services management experience in organizations with responsibilities to those of a community services board, including management in the areas of human resources, public relations, fund raising, communications, and advocacy. Knowledge of HIPPA Compliances.

Salary: The board will provide a competitive salary and benefits package to include health insurance, life insurance, and vacations.

Interested parties may forward their resume, either by mail or email to:

Raj Desai
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820 E. Vernon Rd.
Phialdelphia, PA 19119.

Or email to rdesai@emancla.com