



## **Call for Candidates: Chief Executive Officer**

Day Spring - Louisville, Kentucky

### **ABOUT DAY SPRING**

Day Spring of Louisville, Kentucky was founded with a vision of creating a place where adults with intellectual and developmental disabilities could receive loving care in a faith-filled environment that felt like home. Jack and Gladys Ford led a group of dedicated families who broke ground in 1994 on the first Day Spring residence on Illinois Avenue. Today, the organization serves more than 80 individuals in a variety of settings ranging from family homes, to individual apartments, as well as the two 8-person homes located at the Illinois Avenue main campus. Additionally, The College for Living was established in 2017 to give intellectually and developmentally disabled adults a path to independence. In this program, students live on campus in a community-style residence with individual apartments while taking classes to help them prepare for life on their own.

Day Spring has a staff of roughly 60 full-time and 10 part-time employees. The operating budget is approximately \$5 million.

### **THE OPPORTUNITY**

Day Spring seeks a CEO who will provide strategic leadership, planning and management for the entire organization and is a passionate and comfortable advocate for individuals with intellectual and developmental disabilities. The successful candidate must be a person who can take a humanistic approach to both the internal and external functions of the organization. The ability to listen, discuss, make decisions and communicate openly will be vital to successful leadership. Strong financial and fund development acumen is necessary as is basic knowledge of Medicaid, HUD and Social Security.

As Day Spring looks to its future, there is a desire for the organization to expand and grow in its number of clients, residential services and programming services. Advocacy at the local, state and federal level is important to Day Spring's future and candidates should feel comfortable not only working with staff but also in the community speaking about Day Spring's benefits.

The CEO is directly accountable to the 24-member Board of Directors.

## **CANDIDATE PROFILE AND DUTIES**

Day Spring seeks a CEO who has the skills and ability to embrace and lead these functions:

- Leads and assists work with the Board of Directors and all Committees of the Board
- Responsible for the oversight and management of a 24/7/365 operation
- Leads and drives the Board in fundraising and revenue development and diversification
- Advocates for Day Spring and individuals with intellectual/developmental disabilities at federal, state, and local levels
- Sets and maintains organizational policies
- Responsible for ensuring Day Spring is staffed appropriately and operates efficiently and effectively
- Provides direct supervision of three (3) key staff leaders
- Gathers and utilizes necessary information and metrics to oversee and manage all business, financial, organizational, legal, and programmatic functions
- Stays informed of rapidly changing economic, social, and regulatory environments and leads fund development and strategic/future planning efforts
- Develops annual administrative and program goals that are consistent with the mission of Day Spring and the annual Fiscal Year budget
- Serves as the primary liaison to all Day Spring constituencies, including but not limited to funders, vendors, regulatory bodies, professional organizations, elected officials, media and legal representatives
- Responsible for ensuring completion of all regulatory reporting and compliance
- Builds, fosters, and ensures alignment with the mission of Day Spring and best practices in the field of intellectual and developmental disabilities
- Maintains an “open door” policy with all Day Spring constituents
- Oversees marketing and communications from Day Spring to internal and external constituencies.
- Monitors and advocates for the human and constitutional rights and health, safety, and welfare of participants in Day Spring services
- Develops plans for expansion and/or modification of programs and services
- Leads/Participates at organizational and community meetings and events, as appropriate
- Performs other duties as needed or assigned by the Board Chair

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Federal, State, and Local laws and regulations affecting individuals with intellectual/developmental disabilities

- Knowledge of Federal, State, and Local laws and regulations pertaining to the Medicaid SCL Waiver and HUD Section 811 housing
- Demonstrated skills in managing multiple priorities
- Strong oral and written communications skills
- Ability to draft, manage, and operate within a budget
- Ability to prioritize work effectively
- Ability to conceptualize the future, embrace, and lead change
- Tolerance for working in a highly regulated, underfunded environment
- Ability to calmly lead under pressure
- Recognition of and appreciation for the gifts of all people
- Exceptional interpersonal skills, including the ability to manage and mediate conflict
- Skill in exercising tact and diplomacy
- Ability to supervise a diverse workforce
- Ability to exercise sound judgment and discretion
- Ability to maintain accurate and confidential records/information
- Ability to perform all duties with a minimum of administrative supports

## **QUALIFICATIONS**

The CEO will possess the following *minimum* requirements:

- Bachelor's degree in a relevant field; Minimum 5 years of experience in program administration and 5 years of supervisory or managerial experience
- Demonstrated understanding/working knowledge of local, state, and national agencies, programs, and regulatory bodies (i.e., Medicaid, HUD, Social Security) in support of people with disabilities
- Experience with financial oversight and budget responsibilities.
- Demonstrated understanding of and commitment to the ideological tenets of community-based services
- Computer literacy
- Must possess a valid driver's license and maintain current automobile insurance
- Must have safe work and driving habits
- Any successful applicant must pass all requested background checks and drug screening

The following are desired qualifications for a CEO:

- Master's Degree in a relevant field
- Previous experience with persons with intellectual/developmental disabilities
- Experience in nonprofit and/or human services field
- Demonstrated ability to empower and advocate for people with disabilities
- Experience providing staff support to a nonprofit Board of Directors

## **COMPENSATION AND BENEFITS**

Day Spring is prepared to offer a competitive salary in the range of \$118,000 - \$138,000, commensurate with experience. Benefits include health and life insurance, employer-matched retirement plan, paid parking, vacation and sick leave, professional development opportunities and more. Day Spring is an equal opportunity employer. All faiths are welcome in our communities.

## **ABOUT LOUISVILLE**

Louisville, Kentucky has a metropolitan area population of 1.2 million within a region that includes the Ohio River and Southern Indiana to the north and rolling bluegrass farms to the south and to the east. A revitalized downtown includes an entertainment district and riverfront park. A true arts town, Louisville boasts all major performing arts groups and numerous museums with national and international recognition. This busy, growing city is home to several colleges and universities as well as several Fortune 500 and Fortune 1000 headquarters or regional operating locations, including Churchill Downs, UPS, Ford Motor Company, General Electric, Humana, Yum! Brands (KFC, Taco Bell, Pizza Hut), Brown-Forman, PharMerica, Kindred Healthcare, Norton Healthcare and Papa John's Pizza, among many others. Famous for the Kentucky Derby, Louisville is steadily gaining notice for its great parks and historic neighborhoods, low cost of living, vibrant arts and restaurant scene, and nationally renowned collegiate and professional sports teams.

## **CONTACT**

Ashley|Rountree and Associates has been exclusively retained by Day Spring for this search. **To apply for this position please submit a cover letter and resume [here](#).** NOTE: Please put "Day Spring" in the Subject Line. For confidential questions or inquiries, contact Lisa Resnik at [LResnik@ashleyroutree.com](mailto:LResnik@ashleyroutree.com). All inquiries will be kept strictly confidential.