

EXECUTIVE DIRECTOR

Samaritan Counseling Center of Western Pennsylvania



The Organization

Founded in 1982, the Samaritan Counseling Center of Western PA (Samaritan) is a nonprofit and faith-based. The Center has helped over 100,000 individuals and their families achieve spiritual, emotional and physical well-being through professional psychological counselling and educational programs. Counseling is provided at eight satellite facilities and is expanding. Headquarters are located in the Faith House of The Sewickley Presbyterian Church, Sewickley, PA. Staff consist of over 17 licensed counselors—including a clinical director—in addition to a supporting administration. Financial stability is provided through patient payments, insurance reimbursement, foundation grants, church partners and private donors. Samaritan is an accredited affiliate of the Samaritan Institute, Denver, CO. For more information, visit <http://www.samaritancounseling.net>

The Incumbent reports to Board of Directors. Executive Director is responsible for Samaritan's staff, programs, facilities, mission execution, and fund-raising. He/she replaces the retiring Rev. Carl Baughman.

Key Responsibilities:

Management: Coordinate various aspects of Samaritan's operations, including its satellite offices. Develop an annual budget, forecast revenues, expenses and cash position, and communicate financial performance to staff and to the Board. Take responsibility for developing and implementing the organization's strategic plan.

Leadership: Develop a strong Board of Directors. Recruit, lead, develop, and retain the necessary professional staff and support team. He/She sets Samaritan's standards for caring and performance.

Fundraising: Work with the Director of Development and Marketing in local revenue generating and fundraising activities. Engage volunteers, board members, program alumni, partnering organizations and other supporters in this regard.

Counseling: Maintain his/her own caseload as time allows. Provide counseling back-up for the Clinical Director and other staff. Assist Clinical Director in assigning appropriate counselors to difficult situations or remote offices.

Communications: Maintain Samaritan's brand. Deepen and refine all aspects of communications—from web presence to external relations. Keep strong ties with the host church and with the Samaritan Institute.

Community Relations: Attend meetings of related faith and non-profit groups, and assists as appropriate. Liaisons with other counseling agencies.

Vendors: Relates with insurance companies, banks, audit firms, attorneys and others, as necessary.

Qualifications:

Degrees, Certifications and Experiences:

- Master's degree in theology, with ordination or consecration preferred.
- Licensed counsellor.
- Success in managing a full-time staff, remote facilities, and a \$1M+ budget.

Personally has demonstrated:

- Success as lead fund-raiser for non-profit organization.
- Strong communicator with excellent interpersonal skills and experienced public speaker.
- Action orientation, adaptable, innovative.

Resident of Western Pennsylvania, now or prior to beginning work.

Start Date: 3rd Quarter, 2017

Compensation Package: Salary competitive with market; excellent benefits and vacation package

Those interested should send resume and compensation requirements to Carolyn Smith at carolyn@sewickley.com, or via mail to PO Box 460, Sewickley PA 15143.