

## **BURLINGTON UNITED METHODIST FAMILY SERVICES ANNOUNCES THE VACANCY AND RECRUITMENT OF PRESIDENT/CEO**

**OUR VISION** is to be a leader in providing superior and innovative services to every person in need regardless of who they are, what they have done, or where they live by empowering them to discover and fulfill their spiritual, academic, personal, and professional dreams and passions.

Enjoy the beauty of mountains, lakes, and rivers, plenty of year-long outdoor activities, rural living, and community involvement; only three hours from major city hubs; Pittsburgh/Baltimore/Washington D.C.

### **Wage/benefit structure**

- Wage consideration: Annualized: 126,000-158,000 (payable bi-monthly-24 pay periods)
- Paid health insurance premium up to family coverage.
- 6 weeks paid vacation (accrued per paid period 10 hours per pay-24 pay periods-bi-monthly) annual rollover 40 hours max
- Agency paid 200K life insurance policy.
- Accrual of sick leave 4 hours per pay maximum balance 480 hours.
- 3 personal days (awarded quarterly-no rollover)
- Dental/Vision/LTD/ STD/additional life/spousal life/child life at cost
- Agency vehicle for business (not personal use is available)
- Mileage reimbursement if agency vehicle is not available (.625 cents per mile)

The President/CEO is the chief executive officer and spokesperson of the Agency and is accountable to the Board for the accomplishment of the Agency's mission. Working with the Board, he or she sets the direction of the Agency, conducts policy work and strategic planning, raises funds — private and public — and ensures the integrity and vitality of the Agency. The President/CEO guides and oversees the program directors and the corporate officers working on quality assurance, budget and planning, fiscal affairs, human resource services, and facilities. He or she advocates for clients and communities through government relations at all levels, grant development, marketing, and professional associations.

The Corporate office is located in Burlington, West Virginia. The President/CEO position will be based in the corporate office. The President/CEO will be required to live within a reasonable distance of the corporate office.

### **Minimum Qualifications**

- Must possess a master's degree from an accredited college/university in Social Work, Psychology, or other Social Services or in Business Administration, Management, or related field.
- Successful experience in managing a multi-service non-profit organization, preferably human services. Should have an understanding of the United Methodist Church — its purpose and functioning.
- Minimum of ten (10) years of progressive experience in senior management of a multi-faceted organization.

- Valid state-issued driver's license, proof of auto/liability insurance, and reliable transportation,
- Pass an intense criminal background check and protective records check.

### **Core Competencies**

- Visionary, Entrepreneur, and Innovator
- Effective Communicator (written and verbal)
- Decisive
- Active Listener
- Strategist
- Goal Oriented
- Knowledge of the United Methodist Church
- Faith-Based Biblical World View

### **Responsibilities**

The Primary responsibility of the President/CEO is to provide the fiduciary, legal, and ethical health of the organization. He or she will apply acceptable Business and Biblical principles in formulating policies and business strategies that provide the agency's overall direction.

**Please send CV/Resume for consideration in care of:**

**Cyndi Drury, CHRO to [cdrury@Bumfs.org](mailto:cdrury@Bumfs.org)**