



Job Announcement: Chief Executive Officer (CEO)

Organization: Alta Care Group, Inc

Location: Youngstown, Ohio, USA; Serving Mahoning and Trumbull Counties.

About Us: Alta Care Group is a leading non-profit organization dedicated to the success of children, adolescents, young adults, and families in Mahoning and Trumbull Counties. For nearly 50 years, Alta has been committed to providing innovative, compassionate, and effective care to children and families, ensuring every child has the opportunity to thrive socially, emotionally, and behaviorally. Alta is also passionate about the early educational and social development of preschool aged children through its 5-Star Rated Head Start and Early Head Start Programs.

Mission: To support the social, emotional, behavioral physical, and educational well-being of children, adolescents, young adults and their families.

Position Overview: Alta Care Group seeks a visionary and dynamic Chief Executive Officer (CEO) to lead our organization in its mission and through its next phase of growth and impact. The CEO will oversee all aspects of organizational management, including program quality and development, financial stewardship, fundraising, and community relations. The CEO will collaborate closely with the Board of Directors to ensure effective governance and will serve as the primary spokesperson for the organization.

Key Responsibilities:

- **Strategic Leadership:** Develop and execute strategic plans that advance Alta Care Group's mission and vision, guiding organizational growth and sustainability.
- **Financial Management:** Oversee financial operations ensuring transparency, accountability, and sustainability.
- **Staff Leadership:** Lead and inspire a dedicated team of professionals to deliver high-quality programs and services.
- **Community Engagement:** Cultivate and maintain strong relationships with community stakeholders, including families, donors, government officials, and partner organizations.
- **Fundraising and Resource Development:** Lead efforts to secure funding through grants, donations, and partnerships to support and expand programs and services.
- **Program Oversight:** Ensure the effective implementation and evaluation of programs, ensuring they meet the needs of children and families.
- **Advocacy and Public Relations:** Serve as a passionate advocate for children's mental health issues, raising awareness and influencing policy at local, state, and national levels.
- **Board Collaboration:** Work closely with the Board of Directors to provide strategic guidance, ensure financial accountability, and support board development and governance.
- **Compliance:** Ensure compliance with legal and regulatory requirements and uphold ethical standards in all organizational activities.

Administration Office
7620 Market Street, Suite #2
Boardman, OH 44512
(F) 330.793.9372

Youngstown Office
711 Belmont Avenue
Youngstown, OH 44502

Austintown Office
142 Javit Court
Austintown, OH 44515

Camp Challenge
939 Wilkinson Avenue
Youngstown, OH 44509

Boardman Office
108 W Western Reserve Road
Youngstown, OH 44514

Howland Office
8790 East Market Street
Warren, OH 44484

Campus of Care
1960 East County Line Road
Mineral Ridge, OH 44440

Phone 330.793.2487
Fax 330.743.5748

Supported by:
*Childrens Mental Health
Circle of Friends Foundation
Council on Accreditation for
Children and Family Services
Mahoning County Mental Health &
Recovery Board
Preferred Care Network
Ohio Department of Mental Health
and Addiction Services*

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Qualifications:

- Demonstrated success in strategic planning, organizational development, and achieving measurable outcomes.
- Strong fundraising skills, including experience with grant writing, partnership development, and fundraising.
- Excellent communication and interpersonal skills, with the ability to inspire and collaborate effectively with diverse stakeholders.
- Commitment to diversity, equity, and inclusion, with a deep passion for improving children's behavioral health and educational outcomes.

Preferred Qualifications:

- Master's Degree in a relevant field (e.g., Behavioral Health, Education, Nonprofit Management).
- Proven executive leadership experience, preferably in a non-profit organization serving children and families.
- Knowledge of best practices and emerging trends in federally funded preschool education and/or children's behavioral health services and advocacy.

Compensation: Competitive salary commensurate with experience within the range of \$140,000-\$180,000 annually with room for negotiation, accompanied by a comprehensive benefits package.

Application Process: Interested candidates should submit a resume, cover letter outlining their qualifications and vision for leading Alta Care Group, and contact information for three professional references to the **Executive Assistant at pamelag@altacaregroup.org**. **Please use the subject line “CEO Search”.**

Deadline for Applications: Applications must be submitted by 5:00pm October 4, 2024.

Equal Opportunity Employer: Alta Care Group is an equal opportunity employer committed to diversity, equity, and inclusion. We encourage applications from qualified individuals of all backgrounds without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

JOB DESCRIPTION

The Chief Executive Officer (CEO) of **Alta Care Group**, Inc. with such authority, powers, and duties as may be determined by the Board of Directors of **Alta Care Group**, and currently prescribed in the By-Laws of Alta, shall perform, but not limited to, the following:

DUTIES

- A. Assist the Board of Directors in the development, evaluation and revision of organization/program purpose, goals and objectives.
- B. Implement the policies and procedures established by the Board of Directors.
- C. Assist the Board of Directors in the development of specific organizational functions and structure so as to address the goals and objectives set by the Board.
- D. Assess and advise the Board regarding resource needs and pursue public and private funds so as to capitalize on all available income resources.
- E. Present to the Board of Directors all necessary fiscal reports to ensure accountability for funds received and expended in accordance with Board of Director fiscal standards and other funder regulations.
- F. Supervise program management staff and define delegation of authority and responsibility for program and policy function to management staff.
- G. Maintain a Management Information System to provide useful data in decision making relative to all services, cost accounting, needs assessment and program outcome evaluation.
- H. Assess personnel needs, recruit, and employ properly certified and trained staff in accordance with the Table of Organization and professional standards in effect.
- I. Evaluate and manage an ongoing staff development program.
- J. Assist the Board in the development of personnel policies and benefits to assure compliance with legal, regulatory, and contractual requirements.
- K. Assist the Board in the organization and completion of activities and reporting specific to its requirements as a not for profit 501-C3 organization.
- L. Provide the Board of Directors with sufficient support data and information to enable effective discharge of those functions which it has responsibility as outlined in the By-Laws.

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- M. Coordinate activities with, and report as required to other governmental and private groups concerned with the planning, funding, and delivery of behavioral health and federally funded Head Start and Early Head Start services.
- N. Advise the Board of Directors regarding facility and equipment needs and see to their safe operation and maintenance.
- O. Assess and advise the board regarding needed insurances and liability protections specific to the operation of facilities and services.
- P. Manage program operations so as to achieve high-quality, efficient, and cost-effective delivery of services.
- Q. Manage program operations and advise the Board as needed to maintain the organization's licensure and certifications as may be necessary to provide those services within the organization's Board adopted Annual Service Plan.
- R. Assist the organization's governing authority in the conducting of meetings and maintain minutes of these meetings.
- S. Perform other duties as delegated by the Board of Directors from time to time.