



**Vice President of Adult Services
The Benedictine School
Ridgely, Maryland**



The Benedictine School is partnering with Dragonfly Central Inc. (DCI) to find a compassionate Vice President of Adult Services to oversee the daily operations of the school's Adult Services program, part of a larger organization serving people with developmental disabilities, autism, and severe and multiple challenges.

The Organization

Benedictine is a fully approved, non-sectarian service provider caring for individuals with special needs without regard to racial, ethnic, or religious background, on Maryland's Eastern Shore. The mission of the Benedictine School is supporting children and adults living with intellectual and developmental disabilities so they can achieve their greatest potential. Since 1982, Benedictine's Adult Services program has supported community living, employment and community engagement for adults with intellectual and developmental disabilities.

Licensed/approved by the Maryland Developmental Disabilities Administration (DDA) under the Community Pathways, Family Supports and Community Supports Waivers, Benedictine is proud to carry on a tradition of excellence based on the belief in the dignity of all people. Benedictine employs a staff of 400 and has a budget of \$29M. For more information, please visit

<http://www.benschool.org>

The Position

The Vice President of Adult Services will provide leadership to all aspects of the Adult Services Program in Maryland. The Vice President is responsible for the management and fiscal sustainability of the Program to ensure current and future success for residential and meaningful day services for adults with developmental disabilities supported by Benedictine. Adult services include day habitation, residential, community living, and workforce development programs. The Vice President of Adult Services is a member of the executive leadership team along with the directors of Finance, HR, Operations, Foundation, and Education, and has 7 direct reports.

Key Responsibilities

The Vice President of Adult Services will provide leadership to all aspects of Benedictine's residential and day services for adults, with a focus on promoting person centeredness, independence and growth. The Vice President is also responsible for the budget of Adult Services programs, and will maintain contracts with the various state agencies. Other responsibilities include:

- Oversight of program implementation and development of new programs to include expansion into new waiver services.
- Oversee the implementation of the CQL recommendations.
- Oversight of development and implementation of quality assurance systems for evaluating programs.
- Oversight and development of administrative policies and procedures.
- Oversight to ensure all facilities meet licensing requirements from the various state regulatory agencies.
- Experience with strategic and communication plans including implementation and evaluation
- Partner with executive leadership to develop and promote legislative advocacy efforts for Adult Services.

- Effectively collaborate with executive leadership including Finance, HR, Operations, Advancement, Education and Foundation Directors.
- Assist in the development of the strategic plan for the organization.
- Support with fundraising efforts for Benedictine.
- Assist in the development of community partnership opportunities.

The base salary for this position will be \$120K, and includes a comprehensive benefits package including health insurance, life insurance, and a 403b savings plan.

Experience and Attributes

The following are the expected qualifications for the Vice President of Adult Services:

- 7+ years of progressively responsible senior leadership experience.
- Bachelor's required, Master's degree in a related field preferred. Experience may be considered in lieu of a degree.
- Out of the box thinking to diversify into new waiver services, and expand existing service models including meaningful day and residential.
- Extensive experience in program and fiscal management, especially providing services to persons with developmental disabilities.
- Experience developing new programs and overseeing implementation.
- Familiarity with state regulatory agencies and their requirements for DD community services.
- Possess excellent interpersonal skills, including the ability to work with private and public institutions, employees, supported individuals and their families.
- Proven organizational skills and work habits that are results oriented.
- Experience working with a Board of Directors.
- Experience with individual donors, foundation and government grants a strong plus.
- Valid driver's license and clean driving record.

Other Desired Qualifications:

- Experience ensuring that all facilities meet licensing requirements from the various state regulatory agencies.
- Experience with developing community partnership opportunities a plus.
- Effective collaboration skills internally and externally.

Other Requirements:

- Must pass pre-employment drug screen and criminal background check through CJJIS.
- Must be able to speak and hear clearly.
- Must have functional range of motion in arms, hands and fingers.

Application Process

To apply, please send a cover letter that details how your experience fits the requirements of the Vice President of Adult Services position, and a chronological resume to Benedictine@dragonflycentral.org . For other inquiries, contact Ginna Goodenow at ginna@dragonflycentral.org. Resume reviews begin immediately.

Benedictine is an equal opportunity employer.