



***POSITION DESCRIPTION  
EXECUTIVE DIRECTOR***

In 1981, Pathways, Inc. was founded by a group of Greenwich families who were concerned about the lack of housing and services for their family members with severe mental illness. Pathways is the only agency in Greenwich offering adults with severe mental illness housing and comprehensive wrap-around support. The organization has four beautiful homes for 38 clients in the Greenwich community. Additionally, Pathways operates a day psycho-social program and a community outreach program with social workers who provide care and support to hundreds of people living with mental illness.

Pathways seeks a hands-on Executive Director with demonstrated leadership experience and a passionate interest in Pathways' mission *"to provide support, education and health services for adults with severe and prolonged mental illness on behalf of recovery, growth and more meaningful lives."* The new Executive Director will lead a diverse team of 30 full- and part-time employees to provide the highest quality care and work to enhance the agency's community visibility. This position requires an individual with strong community relations skills, excellent management experience, and the ability to maintain strong relationships with funding sources. S/he must be able to supervise all financial, human resources, programming, and community relations activities.

**KEY RESPONSIBILITIES**

**Leadership & Management:** Work with board, clients, and staff to define and achieve Pathways' mission. Ensure that staff are properly selected, supported, and guided and their professional development is nurtured. Maintain a client-focused culture that encourages and engages top quality staff. Oversee all human resources functions and be responsible for facilities management of five buildings. Experience in crisis management.

**Financial:** Prepare budget for Board approval and monitor activities to meet the budget. Jointly, with finance director, prepare applications for local, state and federal funding sources, as well as to private funding sources. Ensure funds are available to carry out operations.

**Compliance:** Oversee and ensure compliance with state and federal non-profit corporation and accreditation requirements. Ensure required returns and reports are filed. Observe by-laws and alert the Board when changes may be necessary. Review all benefit and insurance policies annually for accuracy and sound coverage. Knowledge of and ability to comply with applicable laws and regulations of the State of Connecticut.

**Community Relations:** Serve as the primary spokesperson to deliver a positive message regarding the mission and services of Pathways. Establish and maintain strong community relations and partnerships with neighbors, community groups, state and local agencies, and other service providers. Maintain and build the reputation and brand recognition of Pathways.

**Fundraising:** In collaboration with the board, work to optimize fundraising efforts. Identify new revenue sources and lead Pathways' grant-writing efforts. Assist with planning and execution of special events and annual appeal. Build and maintain, with the assistance of staff, a plan to use social media to assist with fundraising and overall messaging about Pathways.

**Governance:** Report to Board of Directors on progress of programs and financial status. Work with board members on strategic planning and projects including facility enhancements and purchases. Support board member recruitment and orientation.

### **QUALIFICATIONS**

- 10 years of management experience.
- Experience in non-profit management or governance, including fiscal management.
- Master's degree preferred.
- Experience, preferably, in the field of mental illness.
- Proven track record of leading and motivating a team of committed staff.
- Strong verbal and written communications skills.
- Commitment to Pathways' mission.

### **PERSONAL ATTRIBUTES**

- A high-energy self-starter who will approach the work with enthusiasm and commitment.
- A compassionate and ethical leader who is able to sustain a positive working environment.

### **COMPENSATION**

The successful candidate will be offered a competitive compensation package.

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We are only considering applications that are submitted via email.  
All resumes should be sent to [PathwaysSearch@gmail.com](mailto:PathwaysSearch@gmail.com)

Please name your documents as follow:  
LAST NAME – RESUME and LAST NAME – COVER LETTER

Visit Pathways' website at [pways.org](http://pways.org)