

**Boyden Executive Search Contact**

Lisa Vuona | 508.320.6445 | lvuona@boyden.com

Wendy Wilsker | 781.572.5703 | wwilsker@boyden.com

Shaké Sulikyan | 508.410.1811 | ssulikyan@boyden.com

Position Summary

Berkshire Hills Music Academy (BHMA) is a unique college-like program for young adults with intellectual and developmental disabilities who are looking to expand their social, vocational, and life skills in a music and arts infused environment.

Reporting to the Chair of the Board of Trustees, the CEO will oversee the vision, strategic direction and day-to-day operations of BHMA. The CEO will work closely with the Board of Trustees creating and implementing the strategic vision and direction for the all BHMA programs. The CEO will manage all BHMA operations, staff, and manage the day-to-day activities and operations of BHMA.

The CEO is responsible for the overall financial viability and programmatic success of the organization and its community. The CEO should be passionate about implementing a comprehensive program with music at its core that helps individuals with intellectual and developmental disabilities advance their skills for communication, independence, and employment.

Key Responsibilities**Administrative Management**

- Manage a team of 85, with 5 direct reports.
- Oversee all BHMA operations and staff, including all program staff, day and residential staff, music department staff, clinical staff, finance, admissions, marketing, fundraising, administration, and operations:
 - Responsible for defining the organizational structure:
 - Recruiting, hiring, retaining, and training staff.
 - Collaboratively develop organization and program budgets with management team.
 - Provide regular supervision and leadership of direct reports, including consistent one-on-one meetings and annual performance reviews.

- Monitor the financial position and accuracy of the organization with the VP of Finance and develop budgets to ensure stability of the organization both short and long-term.
 - Partner with the Board on budget review and acceptance.
 - State and school-based contract oversight and management, including DDS, school-based, and private pay.
 - Ensure timely and proactive communications for all contracts.
- Create and implement a fundraising program.
 - Identify, cultivate and solicit individual, corporate and foundation support to financially support and sustain BHMA.
 - Fundraising efforts include the annual gala, fall/spring appeal, grant support, and individual donor solicitation.
- Ensure compliance with all policies and procedure handbook for the BHMA staff and community. And, ensure the timely updates of the staff handbook and academy handbook as needed.

Board Governance

- Report to the Board Chair and meet with her regularly. Meet regularly with all Board committees – Governance, Development/Marketing, and Finance.
- Partner with Board of Trustees with long-range planning processes to create and implement strategic and operating plans, including program priorities, goals, and strategies.
- Collaborate with the Board of Trustees to develop any new programs and services.
- Regularly work with the Chairs of each committee and prepare necessary presentations and reports.
- Implement the Strategic Plan, approved by the Board 2025.
- Assist with identifying, recruiting, and onboarding new Board Members.
- Attend all Board meetings and prepare all materials as required. Utilize Easy Board and update as needed.

Programmatic

- Ensure the implementation and execution of the strategic plan established by the Board of Trustees, including two-year transition program, LIVE (Long-term independent vocational experience), and music excellence.
- Oversee all day and evening programs for all participants and residents.
- Ensure that all programs and services offered by Berkshire Hills Music Academy are operated in compliance with all applicable state – DDS and EOHHS, federal and/or or regional licensing standards and legal regulations, including maintaining SEVIS (Student and Exchange Visitor System).
- Provide leadership in, and participate with, special needs, education, and music organizations and associations to build relationships, funding, and program opportunities.
- Meet regularly with the Advisory Committee to monitor and maintain music excellence.

- Work closely with department Vice Presidents to execute compliance and Ensure maintenance of all necessary records, including participants, human resources, financial.

Qualifications

- Bachelor's degree required. (Master's in Business, Special Education/Clinical, Human Services, or Music a plus.)
- A minimum of ten year's administrative experience, ideally in human services or developmental disabilities or in a similar not for profit sector with a culture of working in teams to operate programs. Demonstrated experience in the oversight of human resources, finance/budgeting, and state/federal compliance/licensing.
- Working knowledge of not-for-profit financial regulations, compliance and reporting, and funding sources.
- Ability to establish and maintain effective working relationships with students, parents, staff, Board of Trustees, business leaders and the public.
- Understanding and commitment to "strength based" programming for individuals with disability especially in the area of musical abilities.
- High level of interest and passion for music and performing arts.
- Skill and experience cultivating relationships for fundraising, program development community linkages with local colleges, and music education programs.

Other

- Passionate and effective verbal, written and interpersonal communication skills.
- Documented track record of successful programmatic experience.
- Knowledge of state and federal funding mechanisms.
- Proven ability to manage multiple concurrent projects.
- Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision internally and externally.
- Experience working with a Board of Trustees.
- Proven ability to establish and maintain working relationships with government agencies, politicians, community leaders, and the general public.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proficient with technology related to project management, employee management, financial management, donor management, and facilities management.

Boyden Contacts**Lisa Vuona**

Managing Partner, Boston
lvuona@boyden.com
M +1 508.320.6445

**Wendy Wilsker**

Managing Partner, Boston
wwilsker@boyden.com
M. 781.572.5703

**Shaké Sulikyan**

Senior Advisor and Consultant
ssulikyan@boyden.com
M. 508.410.1811

About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

This document contains confidential and/or legally privileged information. Any disclosure, reproduction, or distribution without the consent of Boyden is strictly prohibited.