

**Boyden Executive Search Contact**Wendy Wilsker | 781.572.5703 | wwilsker@boyden.comHolly Wolk | 585.397.0975 | hwolk@boyden.com**Position Summary**

Boyden is proud to be partnering with Adoptions With Love in their search for their next Executive Director. Adoptions With Love is seeking a compassionate, inspiring, mission-driven, people-centered non-profit leader to advance this highly respected agency. The Executive Director will oversee a devoted staff of 6 employees, dedicated to supporting the needs of birth mothers and adoptive families. The Executive Director will be an empathetic and collaborative leader with experience working with families, always keeping the child at the center.

Adoptions With Love is in a strong financial position, with the majority of funding generated from client fees. The incoming ED will have the opportunity to assess opportunities for growth while maintaining culture of caring that makes Adoptions With Love such a unique organization.

Reporting directly to the Board of Directors, the Executive Director will lead the implementation of policies and programs to carry out the agency's mission, vision and priorities. The successful candidate will bring a strong background in clinical case management, staff leadership and management, community outreach and advocacy, external relations, strategic planning, finance, and human resources. The incoming leader will partner with the board to set the direction of Adoptions With Love for years to come.

Job Responsibilities

- Oversee all operational and clinical functions of the agency including clinical supervision of adoption social work staff and administrative staff, supervision of finance, operations, marketing, licensing and adoptive placements.
- Manage and continue the professional development of clinical social workers, bookkeeper, operations manager and birth parent coordinator.
- Act as single point of accountability for resolving complex adoption issues and state-by-state adoption laws and regulations.
- Develop and manage annual budget (currently \$2MM per year) and ensure agency delivers on all key financial targets.
- Review the agency's advertising spending monthly and make adjustments to marketing plans as appropriate.

- Review all marketing materials to ensure adherence to agency mission and adoption law across relevant states.
- Obtain appropriate consultation for implementation of policies and goals of the agency.
- Initiate and maintain communication with maternity social workers in major local hospitals. Schedule and provide educational in-service training with maternity hospital staff and maintain an ongoing record of all activity.
- Build and maintain relationships with attorneys and agencies with whom AWL partners across the United States.
- Work cooperatively with the agency's legal counsel to ensure the security of each adoption and the rights of each child, birth parent and adoptive parent are upheld.
- Oversee adherence to DCF and EEC regulations and interfaces with the Licensor assigned to the agency. Ensure bi-annual licensing renewal continues.
- Ensure that the AWL clinical staff provides the proper legal, counseling and medical referrals for each birth parent and adoptive family.
- Review prospective adoptive couples' applications.
- Handle a modest caseload of birth parents, in order to maintain continuous involvement in the adoption process.
- Oversee initial orientation and education with prospective adoptive couples introducing them to the agency's philosophy, goals and services to children, birth parents and adoptive parents. Best practice would be for the ED to conduct some orientations to ensure consistent understanding of the client base.
- Manage the HR function including payroll, insurance and benefits.
- ED is expected to spend 80% of time in administrative work including clinical supervision and 20% in direct care clinical work with birthmothers and adoptive couples.

Qualifications and Experience

- 15-20 years professional experience, including at least 10 years clinical/crisis intervention experience and at least 5 years of management, budgeting and board interface.
- Strong business acumen and financial management skills.
- Demonstrated clinical leadership in developing and implementing best practices in a clinical setting. Developing best practices with adoption issues is preferred.
- MSW required, LICSW or equivalent licensure preferred.
- Clinical experience with adoption, fertility, trauma work, or mental health issues.
- Non-profit experience a plus.
- Fundraising experience while not required, is beneficial.

Salary Range

\$150,000 - \$180,000 / annually plus 10% bonus potential.

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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.

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