



CHIEF EXECUTIVE OFFICER

Role Description

About Eva's Village

It was 35 years ago, that Msgr. Vincent E. Puma founded Eva's Kitchen, now Eva's Village, with the mission to feed the hungry, shelter the homeless, treat the addicted and provide medical and dental care to the poor, always respecting the human dignity of each individual. **Eva's Village seeks an inspiring, mission-driven Chief Executive Officer (CEO) committed to excellence who will lead a strong team and set of programs to help create the next chapter in the story of Eva's Village.**

Located in downtown Paterson, New Jersey, Eva's Village is a faith based, nondenominational, anti-poverty 501(c)(3) non-profit organization striving to be a model social service organization dedicated to helping people in need. Eva's Village has an annual operating budget of \$12 million, employs more than 120 full-time and 90 part-time staff and through its 20 integrated programs offers a wide array of programs for adults and children within these service areas: Food and Housing; Medical and Recovery; Education and Training. Sixty percent of Eva's Village's funding is from State and Federal government sources.

Eva's **Core Values** exemplify the work that the Eva's Village community strives to accomplish. These values (Compassion, Empathy, Growth & Development, Open Communications, Respect, Servant Heart and Spirituality) represent the way those at Eva's Village interact with fellow staff members, the people served and the community.

More about Eva's Village's Core Values and Mission is appended to this Role Description.

Eva's Village's Programs

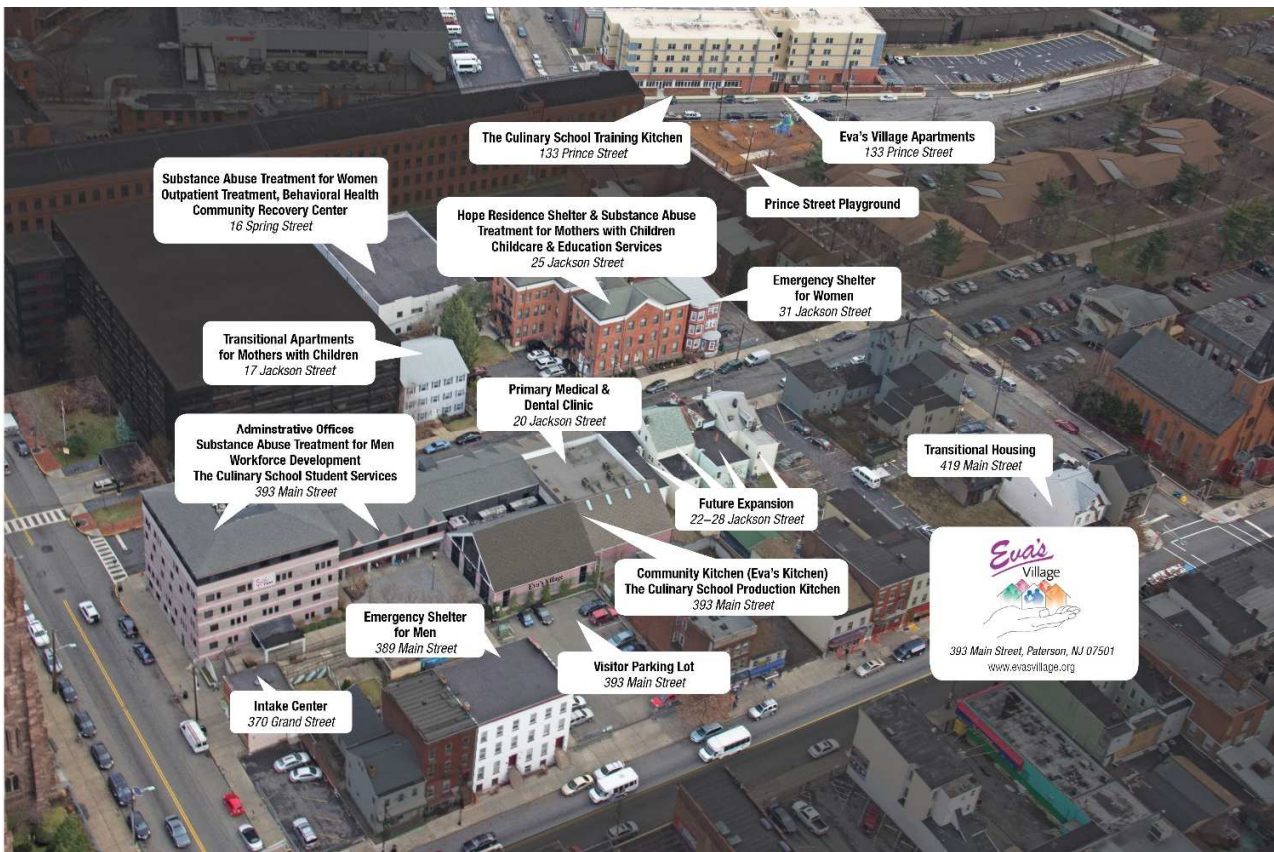
Eva's Village is a vibrant, well-regarded organization with demonstrated success and evidence for many of its services. Its substance use disorders treatment programs consistently outpace the Statewide average. The Culinary School has a 92% job placement rate. Its Community Kitchen serves 1,300 nutritious meals a day to the homeless and working poor. The CEO will inherit all this and have a compelling opportunity to take Eva's Village to the next level of care for the community it serves. Its operations are also well run, with the opportunity to foster integration efficiencies, community collaboration, and the need to strengthen the organization's Human Resources and Information Technology.

The large majority of Eva's Village's programs are **Licensed Behavioral Health** services (substance use disorders treatment and mental health services): out-patient behavioral health services (substance use disorders treatment and mental health services); residential substance use disorders treatment

within halfway houses for men, women and mothers with children; intake and assessment services; an innovative peer-driven Recovery Community Center (the first of its kind in the state) and a primary medical and dental clinic, which is expanding to include pediatric primary and dental care.

Eva's Village's **Food and Housing** programs include: Community Kitchen (serving breakfast and lunch to the homeless and working poor 365 days a year and preparing meals for the 350 residential clients); three emergency shelters for men, women, and women with children; two transitional housing programs –one for women with children and the other for men; and a 50-unit apartment building providing permanent housing with 26 units dedicated to people with special needs.

Lastly, Eva's Village's **Education and Training** activities include its State-certified Culinary School; a volunteer-driven workforce development program; and a child care and education program for children who reside at Eva's Village.



You can read more about Eva's Village at <http://www.evasvillage.org/>

About the Chief Executive Officer role

The CEO reports to the Board President of Eva's Village. S/he manages a seven-person executive team (Director of Community Initiatives, Compliance, Development, Finance, HR, Integrated Care Services and Operations) leading by example in espousing the Core Values of the organization. Accordingly, the CEO oversees all programmatic, financial, operational and fundraising activities of the organization and will help the leaders of these areas excel in their roles by allowing them to be entrepreneurial and fellow stewards of the mission.

The CEO's role will be to build a constituency dedicated to ensuring the excellent work of Eva's Village. The CEO will be the public voice, face and chief champion of Eva's Village mission, inside and outside the organization. S/he will be the primary ambassador, advocate and influencer with current and future donors, volunteers, corporations, foundations, partner organizations and government. This role includes being adept at media relations (on camera and off) with the ability to convey an appropriate and compassionate impression of Eva's Village mission to gatherings such as Eva's Village 400+ Annual Gala attendees, other Eva's Village events and community, corporate and government groups. The CEO will lead the organization in assurance that its mission, day-to-day work, results, aspirations, and the people it serves, are well known and extremely well regarded.

The CEO, in concert with the Board, sets the strategic direction for Eva's Village. S/he will always commit to make Eva's Village a center of excellence: for the quality of its services and care, for its unyielding compassion and for being an organization where the best people want to work.

The CEO will expertly manage Eva's Village's growth and long-term sustainability. S/he will continue to evaluate diversified sources of revenue, provide sound fiscal leadership and fiduciary oversight, manage external and internal risks, strengthen accountability and achieve (and communicate) outcomes.

In sum, the CEO's role is to make the Eva's Village organization the best in the business by any measure:

- By ensuring the ongoing welfare, growth, security and financial/economic health of the organization,
- By being vigilant for the safety and well-being of staff, clients and guests,
- By making sure the right people are in the right position and requiring the same of all the other leaders of the organization,
- By making Eva's into the kind of place where the best (most competent) people want to work, because of its Core Values, the quality of its programs and the organization's leadership, and
- By nurturing and building a leadership team that can lead in the CEO's absence.

Qualifications and Experience

The ideal candidate will be someone who espouses Eva's Core Values and is:

- A visionary and strategic thinker, collaborator, motivational leader and team builder,
- At ease interacting with staff at all levels of service including volunteers,
- A person who feels and understands the plight of the hungry, homeless, poor, sick, addicted, and abused,
- Familiar with the field of behavioral health and able to competently navigate an always-changing environment,
- Fully capable of leading the business, financial and administrative activities of a complex non-profit organization,
- Eager to immerse oneself in relationship building with private donors, corporations, local, state, and Federal government.
- A role model for learning, growth and change, and
- Highly adept at working with a Board of Trustees.

A Bachelor's degree is required. A graduate degree is desirable, minimum of 10 years of related work experience.

Eva's Village is an Equal Opportunity Employer and seeks a diverse pool of candidates for this position.

How to Apply

This search is being conducted by Schall & Russo Planning Works, LLC. Interested candidates should email (noting "Eva's Village CEO" in the subject line) a thoughtful cover letter and resume, in confidence, to:

Steven Schall, *Schall & Russo Planning Works*

sschall@schallrusso.com, Tel: 917-207-7191



Our **Core Values** exemplify the work we strive to accomplish at Eva's Village.

Each value represents the way we interact with our fellow staff members, the people we serve and our community.

Compassion: Sympathy for the suffering of others, and a desire to help.

Empathy: The ability to identify with and understand someone else's feelings.

Growth & Development: Offering encouragement and supporting the development of the interpersonal, emotional, and job skills of each person.

Open Communications: Being able to express ideas to one another and be heard and involved in the process of communicating.

Respect: To show consideration of thoughtfulness in relation to somebody or something.

Servant Heart: Putting the needs of others before our own.

Spirituality: A sense of connection to something greater than ourselves.

Teamwork: A cooperative, coordinated effort on the part of a group working together.

Trust: The belief that someone or something is reliable, honest and worthy of our confidence.

Mission

The mission of Eva's Village is to help people achieve stability and move toward a better quality of life. We accomplish this by feeding, housing, treating, educating and providing childcare to those in need.

Vision

Eva's aims to be a model social service organization dedicated to preserve and enhance the dignity of the individual.

Creed

We believe in putting faith into action and that all those who are hurting and homeless need us as friends and companions on their journey. The Lord commanded us to love one another and encouraged us to feed the hungry and shelter the homeless. He said to us, "What you do for the least of my brethren, you do for me." (Matthew 25:45) In that spirit, we hope to fulfill this mandate by making God's love more visible in the world.

March 2017