

# **The Lukas Community**

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

Reporting to the Board, the Executive Director is responsible for the overall management of the Lukas Community and ensuring the timely and harmonious operation of the Community in fulfillment of its Mission.

### **DUTIES AND RESPONSIBILITIES**

1. Residential and Day Programs
  - Develop and oversee all aspects of residential care
2. Human Resource Management
  - Manage all aspects of staffing
2. Facilities
  - Ensure proper maintenance of all facilities to safeguard safety and comfort
  - Oversee uses and management of the land
3. Fiscal Management
  - Prepare and monitor the annual operating budget, and manage income and expenditures
4. Marketing & Fundraising
  - Create successful campaigns to attract new residents and staff
  - Oversee effective communication with all stakeholders through newsletters, annual appeal letters and other communications
  - Manage institutional fundraising such as grant proposals, etc.
4. Community Relations
  - Maintain communication with parents/guardians regarding matters affecting their residents
  - Represent the Lukas Community to local and state government agencies
  - Maintain ties to the wider community
5. Board Relations
  - Work closely with the Board on all aspects of the Community

### **JOB REQUIREMENTS**

1. Excellent organizational, communication, and leadership skills
2. Bachelor's degree or equivalent, pref. in behavioral science, special education, or related field
3. At least 3 years experience in anthroposophic curative education, youth guidance, and/or social therapy or similar; membership in the Anthroposophical Society preferred
4. A minimum of 3 years of demonstrated success in a supervisory or management position within the field of curative education, youth guidance, and/or social therapy or similar
5. Ability to build, lead and work with a team; mentoring and coaching skills
6. Flexibility
7. Outstanding interpersonal and crisis management skills
8. Ability to establish and control a budget and other fiscal responsibilities

**Please send inquiries to PO Box 137, Temple, NH 03084 or [lukas@lukascommunity.org](mailto:lukas@lukascommunity.org).**