

Executive Director

Samaritan Counseling Center of Western Pennsylvania



The Organization

Founded in 1982, the Samaritan Counseling Center of Western PA ([Samaritan](http://www.samaritancounseling.net) - [samaritancounseling.net](http://www.samaritancounseling.net)) is non-profit and faith-based. Samaritan has helped over 100,000 individuals and their families achieve spiritual, emotional and physical well-being through professional psychological counselling and educational programs. Counseling is provided at eight satellite facilities, and is expanding. Headquarters are located in the Faith House of Sewickley Presbyterian Church, Sewickley PA. Staff includes over 17 licensed counselors including a clinical director, and supporting administration. Financial stability is provided through patient payments, insurance reimbursement, foundation grants and private donors. Samaritan Counseling Center is also an accredited affiliate of the [Samaritan Institute](http://www.samaritaninstitute.org/) (<http://www.samaritaninstitute.org/>), Denver, CO.

The Incumbent reports to Board of Directors. Executive Director is responsible for Samaritan's staff, programs, facilities, mission execution, and fund-raising. He/she replaces retiring Rev. Carl Baughman, LMFT.

Key Responsibilities:

Administration: Coordinate various aspects of Samaritan's operations, including its satellite offices. Develop an annual budget, forecast revenues & expenses, as well as communicate financial performance to the Board. Take responsibility for developing and implementing the organization's strategic plan.

Leadership: Develop a strong Board of Directors. Recruit, lead, develop, and retain the necessary professional staff and support team. He/She sets Samaritan's standards for caring and performance.

Fundraising: Works with Director of Development & Marketing in leading revenue generating and fundraising activities. Engage volunteers, board members, program alumni, partnering organizations, and other supporters in this regard.

Counseling: Maintain his/her own caseload as time allows. Provide counseling back-up for the Clinical Director and other staff. Assist Clinical Director in assigning appropriate counselors to difficult situations or remote offices.

Communications: Maintain Samaritan's brand. Deepen and refine all aspects of communications—from web presence to external relations. Keep strong ties with the host church, and with the Samaritan Institute.

Community Relations: Attend meetings of related faith and non-profit groups, and assists as appropriate. Liaisons with other counseling agencies.

Vendors: Relates with insurance companies, banks, audit firms, attorneys and others, as necessary.

Qualifications:

Degrees, Certifications & Experiences:

- Master's degree in theology, with ordination or consecrated life preferred.
- Licensed counselor.
- Success in managing a full-time staff, remote facilities, and a \$1M+ budget.

Personally has demonstrated:

- Success as lead fund-raiser for non-profit organization.
- Strong communicator with excellent interpersonal skills & experienced public speaker.
- Action oriented, adaptable, and innovative.

Resident of Western Pennsylvania, now or prior to beginning work.

Start Date: 3rd Quarter, 2017.

Compensation Package: salary competitive with market, excellent benefits & vacation package.

Those interested should send resume and compensation requirements to Carolyn Smith at Carolyn@sewickley.com, or via mail to PO Box 460, Sewickley PA 15143