

**Youth & Family Services, Inc.**  
**Job Description**  
**Chief Executive Officer**  
Reports to YFS Board of Directors

**Summary**

Youth & Family Services, Inc. (YFS) is a well-established and respected private, non-profit organization headquartered in Rapid City, South Dakota. Established in 1965, YFS serves 14,000 children and their families throughout western South Dakota. Our vision is for all children in western South Dakota to develop healthy bodies, inquiring minds, wholesome relationships, compassionate hearts, creative spirits, the conviction to stand up for themselves and others, and the courage to build a better society. YFS has an annual operating budget of \$14,000,000 and is completing a \$14,000,000 campus expansion, the culmination of a 10-year strategic plan. We employ 250 caring and committed staff and are directed by a diverse, knowledgeable, and dedicated Board of Directors. YFS offers comprehensive programs and services for children and youth, birth through age 18, as well as support services for parents and families. Sources of funding include public and private grants, contributions, fees for service, membership dues, endowments and bequests, and Youth & Family Services Foundation.

**Essential Functions**

**Professional Leadership**

- Direct operations of the entire agency, including all agency programs. Ensure high quality programs with strong impact for children, families, and the community.
- Provide professional leadership and assistance to the President and Board of Directors in making Youth & Family Services (YFS) an effective, viable agency that carries out the role and mission as stated in the Bylaws.
- Administer the implementation of Board policies and plans toward the accomplishment of YFS goals.
- Ensure YFS acts as an advocate for children and families it serves.
- Promote positive staff morale and good working conditions for employees. Supervise senior administrative staff. Oversee the recruitment, employment, training, evaluation and release of employees.
- Work with the Board to assess space and equipment needs and ensure that these needs are met.

**Board Relations**

- Assist the Board of Directors in research, planning, policy development, and goal setting.
- Work with the President to coordinate and facilitate Board and Committee activities.
- Keep the Board informed of concerns, accomplishments, trends, and other developments important in its decision making.
- Provide leadership through a contractual basis to the YFS Foundation Board of Directors.
- Support the YFS QALICB Board of Directors in carrying out its responsibilities to the New Markets Tax Credit project.

**Financial Management and Fundraising**

- Develop agency budgets and submit to the Finance Committee and Board for approval or revision.
- Oversee financial operations and monitor financial status of the agency. Provide monthly reports, accomplishments, and concerns for the Finance Committee and Board.
- Ensure all audit and internal control requirements are met.
- Work with Board and staff to secure grant funds, contracts, contributions, project income, and fees needed by YFS.
- Be familiar with Federal grants and contracts; understand complex regulations and processes.
- Be accountable to funders and provide them with required reports and documentation.
- Ensure contributors, volunteers, and donors are appropriately thanked for their support.

**Community Relations and Needs Assessments**

- Work with Board and key staff to maintain contact with individuals and groups in the service area, promoting an understanding of and interest in YFS. Ensure YFS maintains a positive and visible profile in the community.

- Stay informed on issues related to youth and their families, locally and nationally.
- Understand community services in relationship to community needs in Rapid City and western South Dakota.
- Ensure key staff representation on committees, task forces, and governing groups which are relevant to the planning, mission, and financial security of YFS.

### **Additional Functions**

- Ensure facilities and equipment are properly maintained.
- Assure compliance with all licensing requirements, affiliation requirements, and policies and procedures which apply to the operation of the agency.
- Monitor insurance policies and coverage for YFS.
- Work with staff to establish safety measures, report accidents, and complete insurance reports.
- Ensure personnel, Board, program, grant, and client records are properly maintained.
- Perform all other tasks assigned by the Board of Directors.

### **Environmental Functions**

- Maintain a flexible work schedule.
- Ability to lift up to 25 pounds.

### **Minimum Qualifications**

- Bachelor's or Master's degree and experience in organizational management.
- Demonstrated ability in financial management, personnel management, fundraising, grant writing, program design and implementation, and public relations.
- Ability to develop and maintain effective relationships with clients, staff, Board of Directors and community.
- Maintenance of personal vehicle liability insurance and a valid driver's license.

**How to Apply:** For consideration, please submit an online application by visiting <http://www.youthandfamilyservices.org/ceosearch>. Applications may also be downloaded, filled out, and returned by mail to:

Youth & Family Services  
 CEO Search Committee  
 1920 N Plaza Blvd.  
 Rapid City, SD 57702

or by email to [ceosearch@youthandfamilyservices.org](mailto:ceosearch@youthandfamilyservices.org). Please note that resume only will not be accepted.

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