

POSITION DESCRIPTION

HOPEWELL CENTER

POSITION: President/CEO

DIVISION: Administration

JOB CATEGORY: (EXE)

DATE WRITTEN: April 1993

STATUS: Full time

DATE REVISED: October 2025

FLSA STATUS: Exempt

DATE REVIEWED: October 2025

Are you a visionary leader passionate about transforming communities and driving meaningful impact? Hopewell, a mission-driven organization based in Anderson, Indiana, is seeking a Chief Executive Officer (CEO) to lead the organization into its next chapter of growth, innovation, and service. Rooted in hope, healing, and opportunity, Hopewell is dedicated to empowering individuals and strengthening families through comprehensive support programs and collaborative community initiatives.

As CEO, you will have the unique opportunity to shape the strategic direction of the organization, cultivate partnerships, and inspire a dedicated team to deliver measurable outcomes that change lives. If you're a value-driven executive with a proven track record in nonprofit or mission-aligned leadership, we invite you to explore this important role at the heart of Anderson's community transformation.

Responsibilities

Organizational Leadership

- Leads the organization in alignment with Hopewell Center's mission, vision, and values, ensuring all operations and practices reflect these principles.
- Provides leadership in the delivery of high-quality programs supporting individuals with Intellectual/Developmental Disabilities.

- Develops and monitors systems to ensure compliance with all applicable legal, contractual, and regulatory requirements.
- Ensure organizational health and safety policies to protect staff and service recipients.
- Leads the management team in operationalizing the mission through strategic goals, fostering collaboration, and effective leadership among directors.
- Oversees the maintenance, functionality, and appearance of facilities, furnishings, and equipment.
- Ensure regular review and update of corporate bylaws.

Staff Development

- Directs, develops, and motivates staff to promote a collaborative, innovative, and mission-driven work culture; oversees effective training and support.
- Supervises select personnel, oversees recruitment, orientation, training, performance evaluation, work assignments, and corrective actions.
- Oversees personnel policies and employee benefits; ensures regular review, updates, and compliance with best practices and legal requirements.

Financial and Legal

- Identifies new funding opportunities to support long-term sustainability.
- Partners with the CFO to manage the organization's budget, financial planning, and fiscal accountability; leads the annual budget development process.
- Ensure timely and accurate financial reporting to the Board; collaborates with the CFO to present and revise the annual budget for Board approval.
- Maintains oversight of accounting systems and financial controls in partnership with the CFO, ensuring monthly financial reporting supports Board decision-making and budget adherence.
- Coordinates with County Commissioners to secure annual county tax revenue funding.
- Serves as Plan Administrator for the employee 401(k) plan, ensuring regulatory compliance, fiduciary oversight, appropriate plan design, and vendor management.
- Ensures staff compensation aligns with budget and market competitiveness; conducts annual reviews of salary structures, raise criteria, and classification guidelines.

- Manages organizational insurance programs, including property, liability, D&O, cyber, and workers' comp; ensures adequate coverage, accurate valuations, and competitive pricing.
- Ensures compliance with all funding and contractual obligations, including DDERS, Medicaid, grants, and other funding sources.
- Maintains compliance with all applicable laws and regulations, including those from the DOL, IRS, COBRA, ERISA, SBOA, OSHA, ADA, and others.

Partnership with the Board

- Advises the Board on budgets, funding strategies, resource allocation, policy development, property acquisition/disposal, and equipment investments; manages related funding.
- Directs activities in alignment with Board policies, fostering an organizational culture that supports the mission.
- Leads long-term strategic planning and facilitates communication between staff and the Board.
- Carries out additional duties as assigned by the Board to advance the organization's mission and safeguard consumer well-being.

Community Engagement

- Builds and maintains a positive community presence through participation in civic organizations, board service, and public events.
- Promotes public awareness and acceptance of the organization and individuals with I/DD; engages stakeholders, funders, and the broader community.
- Organizes, plans and executes annual fund-raising event.
- Specifically maintains frequent contact with Agency Board of Directors, agency personnel and consumers and families, State and National trade associations, County Council and Commissioners, Mental Health State Associations, Chamber of Commerce, Department of Transportation, local news media, Office of Vocational Rehabilitation, Department of Education, Family and Social Services Administration, Bureau of Rehabilitation Services and members of general public for various purposes, including maintaining a positive working relationship, cultivating and monitoring funding sources, coordinating services, marketing all aspects of Center services, and providing public information about Center operations.

Ideal Candidates will have...

- Ability to lead broad, high-level organizational functions, including strategic planning, policy development, and identifying new funding opportunities to support long-term sustainability.
- Strong understanding of legal and regulatory requirements for nonprofit organizations, including IRS, ERISA, and employment/benefits administration.
- Strong knowledge of fiscal management, including GAAP accounting, budgeting, and financial oversight.
- Demonstrated leadership in managing agency operations and staff, including hiring, training, performance evaluation, and corrective action.
- Skilled in preparing, organizing, and maintaining reports and documentation.
- Commitment to support and adhere to organizational policies and personnel procedures while maintaining strict confidentiality.
- Strong verbal and written communication skills, with the ability to engage effectively with staff, clients, government agencies, and the public.
- Confident public speaker, willing and able to speak in small and large group settings.
- Willingness to work flexible or extended hours to serve clients and staff, including responding to emergencies as needed.
- Current relationships in and strong engagement with Madison County, IN and surrounding areas.
- Master's degree in business administration, rehabilitation administration, or related field. In place of a master's degree, a minimum of five years of Executive leadership experience will be considered.

Benefits Highlight

- Competitive Salary Offering
- 401k with Company Match
- Medical, Dental, & Vision Insurance
- 11 Paid Holidays
- 4+ Weeks of Paid Time Off
- Flexible Spending Account
- Employee Assistance Program (EAP)
- Life Insurance
- Short-Term and Long-Term Disability Insurance Offered
- Tuition Reimbursement