



The First Source for Nonprofit Leaders SINCE 1963



POSITION: President and CEO

REPORTS TO: Board of Directors

LOCATION: Elkhart, Indiana

Mission: CAPS mission is to support families to ensure that every child lives a life free from abuse and neglect.

Vision: CAPS vision is a community where children are safe and families thrive.

VALUES

We meet people where they are and treat them with kindness and empathy.

COLLABORATION

We work with others to achieve our mission.



INCLUSIVENESS

We fully accept and support those we work with and serve.

INTEGRITY

We work honestly with each other and the community.

EXCELLENCE

We continue to learn and improve to make measurable progress.

ABOUT CHILD & PARENT SERVICES (CAPS)

Since its beginning over 40 years ago, Child & Parent Services (CAPS) has been the leader in preventing child abuse and neglect in Elkhart County. CAPS has worked diligently to protect our community's children and to strengthen families by offering diverse programs and services. CAPS has adapted to the changing needs of children and families through the years and, through the strength of the six distinct programs below, CAPS is equipping families with the knowledge, support and inspiration they need to thrive.



Through CAPS programs, lives can be changed:

CASA: A CASA is a Court Appointed Special Advocate who is appointed by a judge to advocate for children's best interests so they can be safe, have a permanent home, and the opportunity to thrive.



CFAC: The Child and Family Advocacy Center is a resource to families and to the Multi-Disciplinary Team members who investigate and intervene in child abuse cases.

Community Education: CAPS recognizes that parents receive benefits from good information, as well as support from other parents and their community.



Healthy Families: Healthy Families helps parents of newborn infants by offering support and information about child development and what to expect as a new parent.



Parent Aide: Parent Aide is a home visitation, family support service that helps families with children of all ages. Open to all parents with children under 18.

Supervised Visitation: The Supervised Visitation program at CAPS provides the opportunity for children and parents to maintain or develop their relationship in a safe, neutral location.



Most communities have some version of these programs, but CAPS is unique in housing them all under one roof, providing a comprehensive approach to supporting families and children.



THE OPPORTUNITY



CAPS is well established in providing support to the community and is proud of the unparalleled commitment of the CAPS staff team, its distinctive intervention programs for the protection of children, and well-run preventative services that help to build healthy families.

CAPS enjoys a strong reputation as well as historic visibility and presence in the Elkhart County community. It is the sole provider of several protective and prevention services for children in Elkhart County and honors that responsibility by bringing mission-driven, data-informed, and effective work to those that it serves. Because of its compelling mission and management fidelity, CAPS has been successful in establishing longstanding relationships with local businesses, public officials, as well as donors.

CAPS recently completed construction of a new facility that now houses the organization's programs and staff. The new facility represents the success and support that CAPS enjoys, in that CAPS remains debt free, having raised \$5.5 million through a successful capital campaign for completion of the project. The organization continues to be financially sound.

The next President and CEO will serve a visible role in outreach to nearby communities, rebuilding legacy relationships and inviting new and more supporters into the mission. Fundraising will be an important component of the CEO's role with a focus on diversifying, expanding and strengthening relationships with funders and donors.

The next CEO will have the opportunity to take a strategic look at the organization and to build on CAPS' strengths by leading a collaborative process of strategic planning. Collaborative efforts will offer the added benefit of building morale and providing stability and trust for the team.

POSITION SUMMARY

Reporting to 17-member Board of Directors, the CAPS President and CEO will be a warm, accessible and visionary leader who collaborates with, helps to inspire, and serves as the face of the organization to external partners, families, donors, and the general public. The CEO will manage and administer this \$4.5 million organization, with \$9.5 million in assets, 75 passionate and skilled employees, and more than 200 dedicated volunteers.

The next President and CEO of CAPS will help stabilize and expand a loyal donor base, think strategically about how to balance mission and sustainability, and raise resources in support of the mission.

The President and CEO will provide executive management of board relations, program delivery, resource development, external collaboration, finance and budgeting, and governmental affairs. The President and CEO will internally develop and strengthen the team by retaining key leaders, hiring and investing in a diverse and inclusive team, and will have the opportunity to develop and nurture a positive team culture. He or she will employ strong business acumen and financial savvy and will work with program experts to support the needs of vulnerable children and their families throughout the Elkhart County community.

CANDIDATE PROFILE

Vision and Strategic Planning: The next CEO must have a strong passion for the mission of CAPS. This person must have deep concern for the safety and well-being of children from all backgrounds. The CEO must be skilled at both internal management and external positioning and have demonstrated skill in outreach to diverse communities. He or she must be a strategic thinker, with vision for the effective and sustainable future of the mission.



Management Experience: The next CEO should have several years of relevant experience, including high-level, senior management experience, either as an CEO or in another senior-level role.

Ability to nurture positive organizational culture: Candidates for this position must have proven leadership qualities to bring vision, direction, a collaborative atmosphere and inspiration to move an organization forward. They must have a proven ability to inspire and motivate employees, parents and volunteers and to demonstrate effective approaches in nurturing teamwork and developing talent. Personal qualities that will define the CEO include “Visionary, Passionate, Relatable, Empathetic, Confident, Optimistic, Committed and Inclusive.” CAPS’s leader will be able to contribute to a positive culture through being open to feedback and listening to diverse voices while being confident and decisive.

The ideal candidate will possess management abilities highlighted by a track record of high-level nonprofit program administration, business and financial savvy, exceptional written and verbal communication skills, comfort and facility with public speaking and a demonstrated presence within the human service and philanthropic communities. The next leader must be able to inspire and evoke confidence and build connections with the parents and the community, being proactive in reaching out to the communities that we serve.

Fundraising: The next leader must bring expertise in fundraising, with a demonstrated track record of developing strong donor networks. The leader will be able to broaden the number and types of funding sources, with a view toward long-term sustainability. The successful candidate will have the demonstrated ability to establish and maintain strong collaborative relationships

with funders both public and private, potential donors and other sources of financial support.

DEI: The CEO will continue the Diversity Equity and Inclusion journey of the organization, advancing the work already in progress with the Staff and Board. This individual will be open to feedback, with the ability to “ask the right questions”; building strong and consistent communication channels with the Board, inclusive of diverse voices and opinions.

Program Knowledge: Candidates should be passionate about the development of children and families; they should have program exposure and experience in understanding the best practices and trends related to child protective services and family engagement. The CEO will participate in local and statewide advocacy efforts regarding policies and funding aimed at increased and affordable resources for children and families.

A bachelor’s degree from an accredited four-year college or university is required; expertise in human services or child protective services is preferred.

The salary range for the position is \$105k-120k,.

This position will be based at CAPS located at 1000 W Hively Ave, Elkhart, IN 46517, with some flexibility for local hybrid work. In the interests of health and safety of children and families, it is strongly recommended that the staff be vaccinated.

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3yWAHqN> (click on the Apply button at the bottom of the page).

For more information about CAPS, please visit <https://capselkhart.org/>.