



Vice President of Program

A Guide for Prospective Applicants



13020 S. Central Ave.
Crestwood, Illinois 60418
www.elimcs.org

*Without Elim in our lives and Jacob's,
we could not have done it.
The support of a Christ-centered school is amazing for
any parent, whether their child has a disability or not.
They gave Jacob the extra care he needed,
and I know this gave my husband comfort
in knowing that Jacob was going to be okay.
God brought so many godly people into our lives
to share this journey of raising Jacob
—people who we never would have otherwise known.
I am so grateful that God put Elim in our path.”*

This is just one of many stories you will hear from the families served by Elim.

Since 1948 Elim has been providing specialized services from a foundation of faith for people with disabilities. Today Elim not only serves over 260 students in a comprehensive schooling program and over 220 adults in an adult day program, it also provides training and consulting services to schools and churches nationally and internationally.

Because of the needs of participants, Elim's services are highly specialized and include provisions for education, training, therapy, supports and community engagement. Each participant's experience at Elim is driven by carefully developed service plans that take their needs and aspirations into consideration.

Elim is committed to the following core values:

- ***We are Christ-centered***, and because of that, we work hard to integrate the love and hope of Christ into the services we provide. As a result, those we serve, their families and also our staff

are shaped by the love and hope that emanate from the intersection of disability and faith.

- ***We all have value and purpose***, and because of that, Elim's services are intentional and focused. Our highly specialized services provide a platform for those we serve not only to be valued, but to discover and embrace their purpose in life.
- ***We are a learning and sharing community***, and because of that, what we learn we apply and share with others. For our staff, the profound need they are called to meet is best met in community where everyone learns from everyone else. Sharing what we learn with others is a way of multiplying its impact.

The Vice President of Program at Elim has the God-given honor of stewarding these core values with approximately 500 students and adults, their families, and over 400 amazing staff members. While challenging, it is also deeply rewarding.

The Opportunity: Vice President of Program

The Vice President of Program is the principal strategist and has oversight of all programs at Elim Christian Services. In that role, the Vice President of Program has the opportunity to align all aspects of program – gradually incorporating training and consultation as well, with the mission, vision, and core values of the organization. As the principal program strategist, the Vice President of Program is expected to provide strategic direction, financial oversight, and operational discipline to all program efforts at Elim. This includes, but is not limited to, safety, compliance, goal attainment, and fiscal oversight.

This responsibility is not carried out in isolation, but as part of a team. The Vice President of Program reports to Elim's President and, in conjunc-

tion with the President, works alongside the Vice President of Advancement (and Outreach) and the Vice President of Finance, HR, and Operations.

With a program budget of approximately \$20M (mostly public funding from local school districts or the Department of Human Services) and a staff of close to 400, the Vice President of Program directly oversees the efforts of the Elim Christian School Principal and the Director of Adult Services, and over time what is currently the Director of Outreach (Training & Consulting).



Primary Leadership Responsibilities

Staff Leadership:

1. Oversee all program activities at Elim, including, but not limited to, directly overseeing, supporting and assessing the efforts of the Principal of Elim Christian School, the Director of Adult Services, and gradually the Director of Training and Consulting as well.
2. Contribute to and be supported by Elim's senior leadership teams (Leadership Team and Executive Leadership Teams) which focus their efforts on strategy, goal-setting, communication, accountability, and support.
3. Ensure the effective recruitment, selection, and retention of skilled and qualified staff. Furthermore ensure that each of Elim's approximately 400 employees have professional development goals that are supported and systemically assessed.
4. Be a visible presence to key stakeholders, including, but not limited to, staff, program participants, and their parents/guardians.
5. Manage staff through a lens of flexibility, openness to suggestions, and the ability to mitigate and resolve conflict.
6. Lead Elim's program staff in a joy-filled pursuit of Elim's vision and mission.

Administrative Leadership:

1. Collaborate with Elim's President, Vice President of Advancement & Outreach, and Vice President of Finance, HR, & Operations to ensure excellent, fiscally responsible programming. This includes, but is not limited to, the development of and adherence to an annual budget of close to \$20M.
2. Maintain strong relationships with federal and state agencies, legislators, and other social

service organizations, as well as advocacy organizations like IAPSEC and Intersect for Ability.

3. Provide collaborative leadership in facilitating program development and service delivery that is reflective of best practices.
4. Ensure proactive and timely communication and cooperation across all programs and departments at Elim.
5. Serve as Chair of the Elim Human Rights Committee and also as the primary staff liaison with the Elim Program Committee which meets quarterly and is a standing committee of Elim's Board of Directors.

Strategic Leadership:

1. Serve as primary conduit between program directors and Elim's President. This includes, but is not limited to, actively contributing to strategic discussions, as well as goal setting with measurable objectives.
2. Ensure that all programmatic and operational aspects of Elim Christian School, Adult Services, and gradually Training and Consulting as well, are fully compliant and driven by the mission, vision, and core values of the organization.
3. Ensure the development and implementation of a strategic vision for Elim programs that is in line with Elim's mission, vision, and core values and reflective of best practices in the field.
4. Work with the Vice President of Advancement and Outreach and the Director of Training and Consulting to gradually incorporate training and consulting into your direct sphere of responsibility.
5. Serve as lead staff member of the Program Committee and as a non-voting meeting participant and strategic partner of the Board of Directors.



The Qualified Leader:

The scope and complexity of Elim's programs require the Vice President of Program to be a qualified, strong, and dynamic professional with proven leadership and a demonstrable Christian faith. The following competencies and qualifications provide more details about what Elim is looking for as they consider candidates for the Vice President of Program position:

1. Professed faith in Jesus Christ and a sincere Christian walk.
2. Effectively communicates Elim's mission, vision and core values in the context of a Reformed Christian worldview.
3. Disability advocate with experience.
4. Planner with strong organizational and communication skills.
5. Goal-oriented problem solver.
6. People builder, leader multiplier.
7. Team-oriented collaborator.
8. Professionally inclined toward research and evidenced-based best practice.
9. Proven leader with operational acumen and vision.
10. Advanced degree in special education or in a related social services field with experience serving people with disabilities.
11. Five to seven years of management experience.

This full-time position offers a competitive salary and benefits.

This search is being managed by:
Dr. Bill Lodewyk,
President, Elim Christian Services
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Job Description Vice President of Program

Position: Vice President of Program

Reports to: President

Position Summary:

The Vice President of Program is the principle strategist and has oversight of all programs at Elim Christian Services. In that role the Vice President of Program has the opportunity to align all aspects of program - gradually incorporating training and consultation as well, with the mission, vision, and core values of the organization. As the principle program strategist, the Vice President of Program is expected to provide strategic direction, financial oversight, and operational discipline to all program efforts at Elim. This includes, but is not limited to, safety, compliance, goal attainment, and fiscal oversight.

Leadership Duties and Responsibilities:

A. Staff Leadership:

- Oversee all program activities at Elim including but not limited to directly overseeing, supporting, and assessing the efforts of the Director of Children's Services, the Director of Adult Services, and gradually what is currently the Director of Outreach.
- Contribute to and be supported by Elim's senior leadership teams (Leadership Team and Executive Leadership Team) which focus their efforts on strategy, goal-setting, communication, accountability, and support.
- Ensure the effective recruitment, selection, and retention of skilled and qualified staff. Furthermore ensure that each of Elim's approximately 400 employees have professional development goals that are supported and systemically assessed.
- Be a visible presence to key stakeholders including, but not limited to, staff, program participants, and their parents/guardians.
- Manage staff through a lens of flexibility, openness to suggestions, and the ability to mitigate and resolve conflict.
- Lead Elim's program staff in a joy-filled pursuit of Elim's vision and mission.

B. Administrative Leadership:

- Collaborate with Elim's President, what is currently the Vice President of Advancement & Outreach, and Vice President of Finance, HR, & Operations to ensure excellent fiscally responsible programming. This includes, but is not limited to, the development of and adherence to an annual budget of close to \$20M.

- Maintain strong relationships with federal and state agencies, legislators, and other social service organizations, as well as advocacy organizations like IAPSEC and Intersect for Ability.
- Provide collaborative leadership in facilitating program development and service delivery that is reflective of best practices.
- Ensure proactive and timely communication and cooperation across all programs and departments at Elim.
- Serve as Chair of the Elim Human Rights Committee and also as the primary staff liaison with the Elim Program Committee which meets quarterly and is a standing committee of Elim's Board of Directors.

C. Strategic Leadership:

- Serve as primary conduit between program directors and Elim's President. This includes, but is not limited to, actively contributing to strategic discussions, as well as goal setting with measurable objectives.
- Ensure that all programmatic and operational aspects of Elim Christian School, Adult Services, and gradually Training and Consulting are fully compliant and driven by the mission, vision, and core values of the organization.
- Ensure the development and implementation of a strategic vision for Elim programs that is in line with Elim's mission, vision, and core values and reflective of best practices in the field.
- Work with what are currently the Vice President of Advancement & Outreach and the Director of Outreach to gradually incorporate training and consulting into your sphere of responsibility.
- Serve as lead staff member of the Program Committee and as a non-voting meeting participant and strategic partner of the Board of Directors.

D. Other duties as assigned by the President.

Key Competencies & Qualifications:

- Professed faith in Jesus Christ and a sincere Christian walk**.
- Effectively communicates Elim's mission, vision, and core values* in the context of a Reformed Christian worldview***.
- Disability advocate with experience.
- Planner with strong organizational and communication skills.

- Goal-oriented problem solver.
- People builder, leader multiplier.
- Team-oriented collaborator.
- Professionally inclined toward research and evidenced-based best practice.
- Advanced degree in special education or in a disability related social services field.
- Five to seven years of upper-level management experience.

*Ability to be able to effectively communicate Elim's mission and vision as a part of God's Kingdom work:

- Elim's mission and vision are extensions of God's kingdom work.
- God's kingdom work is God at work (using us) restoring what is now a sin-filled creation.
- As a part of God's kingdom, we at Elim are called to shine the restoring love and hope of Jesus.

**Sincere Christian walk:

- Entails regular and visible evidence of the fruit of the Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Galatians 5:22

***Reformed Christian worldview:

- Worldview is the lens through which someone views all of reality.
- A Reformed worldview is using a Reformed lens through which to view all of reality.
- A Reformed lens holds that creator God is sovereign and actively at work restoring what is now a sin-filled creation. In the grace offered to us in Jesus, and empowered by the Holy Spirit, we are invited to join God in restoring creation. Regardless of our ability, the opportunity to shine the light of Jesus love and hope into places of brokenness is what makes our lives significant.