



Children's Home of Lubbock

Children's Home of Lubbock- CEO Job Posting

About the Organization

Children's Home of Lubbock is a faith-based agency who works in creative collaboration to provide quality care that transforms the lives of at-risk children and their families through the active compassion of Christ.

Our agency is fully licensed to complete home studies, counseling, and other processes necessary to complete adoptions for boys and girls in care. We offer various programs to aid children from all walks of life, such as family success, foster care and adoption, supervised independent living, residential group care, transitional living, young mothers, and others.

Since the Home opened its doors in 1954, more than 7,241 children have been helped through our services. Every child we serve leaves knowing that Jesus loves them and will never forsake them. Our goal is to be a place for them to heal from trauma and work towards a better future.

More information about the Home can be found online at www.childshome.org.

Position Overview

Children's Home of Lubbock is looking for a servant leader who will work with a highly skilled, committed staff and Board of Directors to successfully oversee the Home's operations and achieve its vision of manifesting Christ through excellence in childcare. They are charged with the overall responsibility of managing, directing, and overseeing all functions of the Home, as well as serving as its spokesperson. The Chief Executive Officer is authorized by the Board of Directors to conduct business for the Corporations, which includes receiving and disbursing funds, entering into contractual agreements, and representing the Home to protect its interest in its programs, services, clients, personnel, and resources.



Key Responsibilities

The CEO will:

- **Board of Directors**
 - Schedule, plan, and implement meetings for Board and Board committees
 - Ensure accurate minutes of all Board related meetings are produced
 - Provide Board and Board committees with the information required for active Board action
 - Administer policies established by the Board of Directors
 - Inform the Board of Directors of risks or threats to The Children's Home of Lubbock
- **Fund Development**
 - Supervise Director of Development in developing and implementing a viable and successful general fundraising campaign
 - Anticipate long-range needs for campus and program and determine plans for funding these needs
 - Represent The Children's Home of Lubbock to churches, groups, foundations, and individual donors or potential donors
 - Actively engage in public relations on behalf of The Children's Home of Lubbock
- **Budget and Financial Administration**
 - Develop annual budget with other Children's Home leadership and present to the Board of Directors
 - Manage budget and expenses judiciously on behalf of The Children's Home of Lubbock
- **Licensure and Accreditation**
 - Ensures all licensure, state contracts, and accreditation remain current
 - Actively participates in mandatory training in the Performance Quality Improvement process and participates in as a PQI member



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- **Employees**
 - Actively engaged in recruiting and maintaining the best employees
 - Develop and foster a collaborative environment
 - Serve as an arbitrator to ensure all employee grievances are resolved
 - Constantly seek ways to encourage and maintain positive tenure among employees
- **Children's Home Foundation**
 - Serve on the Board of Directors of The Children's Home Foundation, specifically serving on the Investment Committee of The Children's Home Foundation

Experience and Skills

The following experience and skills are essential for any candidate to demonstrate in order to be successful in this role:

- Master's Degree or higher in Human Services field, Business, Health Care Administration, Public Administration, Education or Jurisprudence Doctorate
- Child Care Administration preferred, but administration experience in other not-for-profit or public administration setting will be considered
- Budget development and budget management experience
- TDFPS Licensed Child Care Administrator, or eligible to be licensed
- Demonstrated leadership skills
- Oral and written communication skills
- Presentation competency
- Computer literate



Children's Home of Lubbock

We pride ourselves in creating an office environment that feels like a second home, where both staff and members can comfortably engage and collaborate. While this position has some remote flexibility, being physically present in the office has proven to be invaluable in strengthening professional relationships.

The Children's Home highly values our employees and aims to provide compensation and benefits commensurate with experience. We are an equal opportunity employer. The Home does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.

Persons with lived experience are welcomed. All employment is decided based on qualifications, merit, and business need.

To apply: Please send a cover letter and resume to cholsearch24@gmail.com.