



Position Profile
Executive Director
Jubilee Association of Maryland
Kensington, MD

Jubilee Association of Maryland is a faith-based organization that seeks an inspirational and experienced Executive Director to provide strategic direction, focus and long-term vision for this organization that provides opportunities and support for people with intellectual and other developmental disabilities to live in and enrich their community while fulfilling their personal, family, social and spiritual needs.

The Organization

Founded 40 years ago, Jubilee Association of Maryland (Jubilee) began with one group home serving seven adults and has grown to serve 135 adults with developmental disabilities in over 70 locations throughout Montgomery County. Forty-five (45) individuals supported by Jubilee live in small group homes owned by the agency and 90 individuals live in various types of supported living arrangements, currently funded as Personal Support Services. Jubilee has been a leader in the State of Maryland in developing supported living services as an alternative to group homes. Jubilee was founded by the Hyattsville Mennonite Church and continues to be affiliated with the church. Jubilee is a member of the Mennonite Health Service (MHS) Alliance.

Jubilee's philosophy and core values are grounded in an abiding belief that the created universe is good, all people are created in God's image and all people are empowered. Our core values include:

- Respect and Human Dignity
- Self-Determination
- Community, Mutuality and Service
- Justice
- Ethical Practices
- Spiritual Care

These core values are lived out by board members, staff, individuals supported by Jubilee, and family members.

All those associated with Jubilee work together as a diverse faith-based community of persons dedicated to caring for, supporting the aspirations of, and improving the daily lives of individuals with intellectual and other developmental disabilities as a moral and religious imperative. Beyond basic assurances for health and safety, Jubilee is flexible in its approach to providing services; keeping abreast of state-of-the-art trends in the developmental disabilities field, and remaining open to new and innovative best practices that increase opportunities for individual choice and responsibility that enables more self-determination.

Jubilee builds partnerships with nonprofit, public and other faith-based organizations to provide the individuals it serves with personal choices regarding affordable housing, work opportunities, retirement opportunities, opportunities to practice their faith, and social and recreational activities.

Jubilee is governed by a 14 member Association Board and is served by a 20 member Foundation Board. Jubilee is supported primarily by state funding, Montgomery County funding and individual

donations. It currently has a budget of approximately \$12M. There are six positions that report directly to the Executive Director, and a staff of about 260 people. The current Executive Director, Tim Wiens, is retiring after 40 years of service. For more information about Jubilee, see www.jubileemd.org. For more information about Mennonite Health Services, see www.mhsonline.org.

The Position

The Executive Director works in partnership with the Board to ensure that the organization fulfills its mission, lives its values, and creates a strategic future for success. The Executive Director is the lead communicator and advocate for families and individuals, chief relationship manager for the organization, and the face and voice for Jubilee in the community. The Executive Director will initiate, nurture, and maintain relationships with community partners and coalitions, volunteers, legislators, funders and stakeholders, as well as with Board and staff.

Although the next Executive Director would not be required to be a member of Hyattsville Mennonite Church, s/he would be expected to interact with Church members and to attend periodically. While Hyattsville Mennonite Church reflects a wide range of views on theology and on social issues, the new Executive Director will be expected to be focused on justice in terms of those who have been marginalized. The next Executive Director will be expected to embrace Jubilee's identity as a faith-based organization with Mennonite values, which include: peace with justice, working collaboratively and sharing power, respecting the individual while also keeping the needs of the community at the center, servant leadership, public engagement for the common good, and nurturing a culture of service.

Leadership Outlook and Near-Term Priorities

The next Executive Director will inherit a well-run and well respected organization which is on a solid financial footing, and a committed and involved staff. The Executive Director provides leadership both inside and outside the organization, continually increasing Jubilee's mission impact. The next Executive Director will need to navigate the changes in funding services and billing for services in the state and county, and address the rising minimum wage in Montgomery County. Priorities include maintaining high quality person-centered services, attracting and maintaining committed and qualified staff, striving to meet the demand for services, and valuing diversity in the broadest sense.

Toward these ends, our near-term priorities for the next 12-18 months include:

- Thoroughly understand Jubilee – its history, values, mission, programs, finances, fundraising, structure, and challenges;
- Establish relationships and build trust with Jubilee's Boards, staff, individuals and families, partner organizations, state agencies, funders, stakeholders, donors, volunteers, and elected officials;
- Evaluate, build, and strengthen fundraising practices;
- Assume the leadership roles that Jubilee plays in local, state, regional, and national coalitions, including Mennonite Health Services;
- Implement the strategic plan;
- Become involved with the Hyattsville Mennonite Church, Maryland Association of Community Services (MACS), and other local community organizations;
- Evaluate technology needs and address any gaps; and
- Establish a regular communication plan with Board, staff, and stakeholders.

Key Responsibilities

Reporting to the Board of Directors, the executive director will provide leadership to the organization and manage its day-to-day affairs. Primary responsibilities include:

- Working with Board and staff to ensure that Jubilee's mission is fulfilled through programs, strategic planning, and community outreach/involvement;
- Developing sufficient resources to ensure the financial health of the organization and that resources are allocated appropriately for operations of the organization;
- Serving as Jubilee's primary spokesperson to the organization's constituents, partners, state agencies, media, and the general public;
- Developing and maintaining relationships, partnerships, and/or coalitions with various organizations throughout the county and state; and
- Fiscal management, administrative oversight, and staff supervision.

Experience and Attributes

The ideal candidate for this position must have a passion for our mission and a strong desire to lead a Mennonite faith-based nonprofit organization with strong leadership, management, and communications skills. S/he must excel at balancing internal management with external impact and visibility, and must ensure that the organization is fiscally and programmatically sound. S/he will bring a variety of experience and attributes to Jubilee, including the following highly desirable professional and personal traits:

- Seven+ years of progressive senior level organizational leadership and management experience, including effective management of staff and experience working with, on, or for a Board of Directors, preferably in a faith based or nonprofit organization;
- Experience in or willingness to learn and lead in the faith-based values and beliefs of the Hyattsville Mennonite Church, which includes supporting the theology and social issues expressed by this Church;
- Experience providing vision and strategic leadership in a team environment and translating both into concrete actions that advance the mission;
- Demonstrated ability to communicate with and advocate for persons with disabilities;
- Well-honed collaborative servant leadership skills and style, with experience motivating and supporting staff with a calm presence and a respect for a diversity of experience, opinions, faith, and values;
- Strong relationship builder and communicator, including exceptional interpersonal skills and well developed written and oral communication skills;
- Knowledge of the state of Maryland funding environment and government;
- Proven experience with fiscal management, budgeting and operations, including responsibility for developing and managing at least a \$5M budget;
- Experience with growing a fund development function and diversifying funding streams;
- Experience with change management and the effects of change;
- Proven capacity to work in collaboration with, and negotiate complex relationships with multi-partner organizations;
- A deeply principled person of integrity and strong ethical values who listens, is thoughtful, accessible, and engaging, with the ability to make people feel comfortable in his/her presence;
- Tech savvy, having experience with the usual office software environment; and
- BS/BA degree required, Master's degree preferred.

Salary will be competitive and commensurate with experience.

Application Process

To apply, e-mail resume, cover letter *and salary requirements* to: Jubilee@Marcumllp.com - email applications are required). For other inquiries contact Ginna Goodenow at ginna.goodenow@marcumllp.com Jubilee anticipates advancing selection activities in March/April with new Executive beginning in May/June, 2019.

About Raffa – Marcum’s Nonprofit and Social Sector Group

On behalf of Jubilee Association of Maryland, Raffa – Marcum’s Nonprofit and Social Sector Group is working with the Search Committee to advance the search. Founded in 1984 and recently merged with Marcum, Raffa is, and always has been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious companies. We exist to do meaningful work for organizations like Jubilee who are making a difference in our communities and our world.

Jubilee Association of Maryland is an equal opportunity employer. Applications from women and persons of color are encouraged.

Members of the Jubilee Family:

I will be retiring from Jubilee on June 30, 2019. I have put much thought into this decision and I have considered both what is best for me and what is best for Jubilee. When I leave I will have been the Executive Director of Jubilee for more than 40 years. It has been a wonderful career for me and it will be difficult for me to leave the work and the people whom I love so much.

I am so proud of what we have accomplished together here during these 40 years. Jubilee is strong and thriving in every way. We have two strong and capable Boards of Directors, and we have a wonderful and talented leadership team who report to me. Jubilee is well positioned programmatically for the changes that are happening in our field and it is strong financially. I have been working with the Jubilee Association Board of Directors and our leadership team around issues of succession planning for the past several years.

I think the time is right for my transition. I am old enough to want to slow down, and young and healthy enough to still try some new things.

The Board of Directors have a well thought out plan for selecting the next Executive Director. I will support the Board in any way I can during this process. Although new leadership will bring fresh ideas and a new leadership style, Jubilee's values and mission and its strategic anchors and direction are decisions we (Jubilee, Board and staff, families and individuals receiving services) have made together. The Board will be looking for new leadership to build on that foundation and to continue to move Jubilee forward as a leader in our field.

I will continue to be fully engaged with Jubilee over the next months, working with the Board and staff as we plan for the future. I have great confidence that Jubilee will continue to provide great services, will grow in new and exciting ways and will meet the challenges that are sure to come.

Our Board President, Karrie Peterson, will provide you with periodic updates on the Board's work of finding Jubilee's next Executive Director.

Warm regards,

Tim Wiens,

Executive Director

Note from Jubilee Association Board President

Dear Jubilee Community:

The Board of Directors recently received Tim Wiens's notice of retirement as Executive Director. The Board has very much appreciated working with Tim and is grateful to him for almost 40 years of competent, professional, and collaborative service. Tim has led Jubilee with grace and wisdom and a willingness to try new things to create what Jubilee is today. Thanks to Tim's leadership, Jubilee is widely considered one of the best intellectual developmental disability (DDA) service providers in the State of Maryland. The Board also appreciates Tim giving us the time to ensure we make the right selection for a new Executive Director. Tim will continue to serve in the position of Executive Director until his official retirement on June 30, 2019.

We are committed to finding the right candidate to fill the Executive Director role and will begin this work immediately. **The Association Board will appoint a sub-committee to serve as the Search Committee.**

The Board will also select a search firm to aid in the executive search and selection process.

Beginning with one group home serving seven adults, Jubilee has gradually grown to now serve 135 Individuals in more than 70 locations in Montgomery County. Jubilee has a state and national reputation for providing the highest quality community-based residential services and supports for adults who have developmental disabilities. The organization provides a mix of programming such as the Reaching Out and Phase II programs as well as our Model Housing Partnership program, and we have contracted with the Council on Quality and Leadership to measure our outcomes of these efforts. Jubilee has a strong collaborative culture both within the organization and with external entities. Most importantly, it has a strong executive leadership team, 250 highly trained and dedicated staff throughout the organization to serve in the spirit of love, compassion, and respect for all persons. Jubilee's mission is enduring and its impact on the lives of employees and individuals served remains.

Tim, though transitioning from active service, is committed to finishing strong. The Board is committed to an effective search and transition process. We will also plan ways to celebrate Tim's service and welcome a new Executive Director. The Board and the Search Committee will share periodic progress reports related to the transition process in the coming months.

We appreciate your commitment to Jubilee and its mission. Thank you for your support and efforts during this time of transition. If you have any questions about the transition, please contact me at kpeterson@jubileemd.org.

Sincerely,

Karrie Peterson
President, Board of Directors