



**SEARCH FOR**

# **ASSISTANT EXECUTIVE DIRECTOR**

**KURN HATTIN HOMES FOR CHILDREN  
WESTMINSTER, VT**

- Are you a compassionate leader driven to create lasting change in the lives of children and families facing challenging circumstances?
- Do you excel at strategic, hands-on leadership in mission-driven work?
- Are you ready to join a mission-driven team dedicated to transforming the future for children through innovative programs and a supportive community?

## ABOUT KURN HATTIN HOMES FOR CHILDREN

For those invested in creating a brighter future for children, Kurn Hattin Homes for Children is the nonprofit, donor-supported residential home and school where good kids from families facing difficult circumstances find a safe, nurturing place to live and learn.

Here, families find help when it is most needed, regardless of ability to pay. Surrounded by support in a stable environment designed to promote social, emotional, and academic development, children ages 5–15 from across the Northeast find the structure and encouragement to grow into their full potential.

On our beautiful Vermont campus, children live in supervised, home-like cottages, immersed in a community where they truly belong. Their needs are met by a deeply committed and caring professional staff.

As students at our fully accredited K–8 school, children are challenged by innovative, ability-based programming that teaches social skills alongside strong academics. They are nurtured by talented educators in small classes, ensuring individual attention.

The children we serve inspire us. Their perseverance fuels our passion to transform their lives positively and intentionally. Together, we create lasting change—one child at a time.



## POSITION SUMMARY

Kurn Hattin Homes for Children is seeking an Assistant Executive Director (AED) to play a pivotal role in transforming the lives of children and families. Reporting directly to the Executive Director, the AED oversees the effective operation of all Children's Services Departments, including school, residential life, admissions, health services, food services, and family outreach. The AED will embody the organization's Core Values, championing innovation and strategic growth while preserving its legacy of care and excellence. As a hands-on leader, the AED will collaborate with various stakeholders, provide guidance to staff, and ensure the organization delivers an exceptional experience for the children and families it serves.



## KEY RESPONSIBILITIES

### PROGRAM MANAGEMENT AND DEVELOPMENT

- Oversee the planning, implementation, and evaluation of programs to support the best possible outcomes for children and their families.
- Identify opportunities for program expansion and enhancement based on community needs and emerging trends.
- Align programs with organizational goals, objectives, and financial constraints.
- Participate in the development of short- and long-term organizational goals.



## **KEY RESPONSIBILITIES, CONT.**

### **MODEL CORE VALUES AND ALIGN WITH THE MISSION**

- Foster an inclusive and positive work environment that promotes collaboration, open communication, and harmonious relationships.
- Serve as a role model of dedication to the organization's mission, values, and principles, ensuring all decisions prioritize the best outcomes for children and their families.
- Oversee and support the Admissions Committee, while collaborating with the Executive Director to develop and implement strategic plans that advance the organization's mission and vision.

### **STAFF SUPERVISION AND DEVELOPMENT**

- Oversees all Child Services departments with 7 direct reports, including the School Principal, Residential Directors, Admissions Coordinator, Counseling Director, and others.
- Provide visionary leadership to the Child Services departments, fostering a culture of innovation, drive and collaboration.
- Supervise and mentor direct reports, instilling best practices, encouraging professional development, and communicating the context of broader organizational goals.

### **INDUSTRY KNOWLEDGE AND COMPLIANCE**

- Stay informed about developments in children's services through professional organizations, research, and education.
- Ensure compliance with all regulatory and accreditation standards.

### **EVALUATION AND REPORTING**

- Oversee the collection and analysis of data to measure program outcomes and impact.
- Prepare reports for internal and external stakeholders.
- Use evaluation findings to inform decision-making and drive continuous improvement.



## PRINCIPAL OBJECTIVES

- Ensure the safety and well-being of children.
- Deliver the best experience for children and families.
- Foster staff engagement and professional development.
- Advance the organization's mission.
- Move the organization forward with innovation and strategic vision.
- Provide data-driven insights into program outcomes.

## KEY QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred.
- Previous experience in administration within a school or residential setting.
- Strong aptitude for fostering growth and motivating both children and adults.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.
- Passion for serving children and families with a deep understanding of their needs.
- Must maintain confidentiality and a high level of ethical behavior.

## COMPENSATION AND LOCATION

- Competitive salary and benefits package, including housing assistance
- Location: Onsite in Westminster, VT

## WORK ENVIRONMENT AND CULTURE

The culture at Kurn Hattin Homes is deeply rooted in commitment and dedication to its mission of making a difference in the lives of children and families. The AED will join a team that values collaboration, professional growth, and a democratic leadership style. The position requires living on campus to foster a strong sense of community and provide hands-on support.

This is a transformative opportunity for a compassionate and innovative leader to contribute to an organization with a rich history and ambitious vision for the future.



**TOGETHER, WE CREATE LASTING CHANGE, ONE CHILD AT A TIME.**

## HOW TO APPLY

Kurn Hattin Homes has retained Professionals for Nonprofits to help with this hire. If you are interested in finding out more, please submit your resume to Emily Schelle-Miller, Senior Vice President, at [eschelle@cnpstaffing.com](mailto:eschelle@cnpstaffing.com).

**Know someone who would be a great fit?** Feel free to send their resume to Emily Schelle-Miller at [eschelle@cnpstaffing.com](mailto:eschelle@cnpstaffing.com).

*Kurn Hattin Homes is an equal-opportunity employer and welcomes applicants from diverse backgrounds.*