



Chief Executive Officer (CEO)

FLSA Status	Exempt
Reports to:	Board of Directors (Executive Committee)
Supervises:	Chief Program Officer (CPO), Director of Human Resources (DHR), Chief Financial Officer (CFO), APP Liaison
Salary Range:	\$160,000-\$180,000

Daystar Kids is New York State's only Pediatric Complex Care Learning Center, helping families successfully transition their infant or young child with complex medical conditions from hospital to home and support their healthy development all the way until they enroll in kindergarten.

Daystar Kids award-winning center-based programs provide families with a comprehensive blend of coordinated support services to help their children overcome the limitations of their medical conditions and acquire the skills they need to fulfill their developmental, social and educational goals.

Children participate daily in group early educational enrichment programs, receive early intervention therapies on-site, and have all their special healthcare needs attended by Daystar Kids collaborative and professional teams of special and early education teachers, related therapists and skilled pediatric nurses.

JOB SUMMARY

The Chief Executive Officer (CEO) is responsible for the overall management and strategic direction of the Agency. Reporting to the Board of Directors, the CEO will provide visionary, innovative leadership, oversee all operations, ensure financial sustainability, cultivate strong relationships with stakeholders, and champion the Agency's mission and values. The CEO will be a dynamic, results-oriented leader with a proven track record.

REQUIRED SKILLS:

- Experience in a regulated environment/compliance
- Strong business strategy experience (vs. only program strategy)
- Demonstrated budget and finance skills
- Effective hiring and recruiting ability, including candidate closing
- Ability to navigate intersection of business, government, and community

DESIRED SKILLS:

- Non-profit CEO experience
- Capital campaign or new building experience
- Fundraising or advancement experience
- Involvement in community groups
- Visionary communicator

ESSENTIAL FUNCTIONS

Strategic Leadership and Vision:

- Develop and implement a strategic plan that aligns with the Agency's mission and goals, ensuring long-term sustainability, impact, and growth plans.
- Provide visionary leadership and inspire staff and stakeholders to achieve the Agency's objectives.
- Monitor and engage in the external environment to identify opportunities and challenges that impact the Agency.
- Foster a culture of innovation, collaboration, care, growth and continuous improvement.

Operational Management:

- Oversee all aspects of the Agency's operations, including program development and delivery, finance, human resources, marketing, fundraising, and communications.
- Ensure the efficient and effective use of resources to achieve programmatic goals and contractual outcomes.
- Develop and implement policies and procedures that ensure compliance with legal and regulatory requirements; serves on Agency compliance committee.
- Foster a positive and productive work environment that attracts, retains, and motivates a talented, inclusive and diverse staff.

Financial Management and Fundraising:

- Oversee the development and management of the Agency's budget, ensuring fiscal responsibility and sustainability
- Oversee grant writing and reporting
- Ensure accurate financial reporting and compliance with accounting standards
- Manage and provide oversight of capital campaign
- Work collaboratively with Board and staff to significantly enhance philanthropic fundraising to meet current and future needs of the Agency.

External Relations and Advocacy:

- Serve as the primary spokesperson for the Agency, representing its mission and values to the community and key stakeholders.
- Build and maintain strong relationships with community leaders, government officials, partner agencies, families, funders and the media.
- Advocate for the Agency's mission and the needs of its programs, enrollees and families.
- Serve as the Agency point of contact in all matters relating to construction and expansion projects.
- Enhance the Agency's visibility and reputation in the community.

Board Relations:

- Work closely with the Board of Directors to develop, and implement strategic plans, policies and budgets.
- Provide regular reports to the Board on the Agency's progress and financial status.

- Support the Board in its governance responsibilities, including recruitment and development of Board members.
- Ensure open and transparent communication with Board.

EDUCATION & EXPERIENCE

- Bachelor's degree required; Master's degree in a relevant field (MBA, MPA, Organizational Leadership, Management, Healthcare Administration, Early Childhood etc.) preferred.
- Minimum ten (10) years of senior leadership experience in early childhood, not-for-profit, or healthcare organization with a documented, proven track record of success.
- Demonstrated experience in strategic planning, financial management, fundraising and program leadership.
- Strong understanding of not-for-profit governance, legal requirements and best practices.
- Knowledge of Office of Children and Family Services (OCFS), Office for People with Developmental Disabilities (OPWDD), pediatric healthcare, and/or Early Childhood education principles are highly desirable.
- Excellent communication, interpersonal and public speaking skills.
- Proven ability to build and maintain relationships with diverse stakeholders.
- Strong financial acumen and experience managing budgets.
- Demonstrated ability to lead, inspire and motivate teams.
- Passion for the mission and impact of Daystar Kids and a commitment to serving the community.
- Familiarity with partner organizations a plus.
- Ability to use and leverage technology to promote efficient operations of the Agency. Proficient in MS Office, including MS Excel.

COMPENSATION & BENEFITS:

- Salary, within stated range, will be commensurate with experience and education
- Daystar Kids offers Medical, Dental and Vision benefits
- To encourage work-life balance, we offer 160-hours of PTO, 40 hours of sick leave and 23 paid holidays annually.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 25 pounds.
- The employee must be able to regularly stand for long periods of time, sit, bend and assume postures in low positions to best engage children and ensure visual contact.
- The employee is regularly required to move from a seated position to a standing position promptly.
- The employee is regularly required to use hands; reach with hands and arms and talk or hear.
- The noise level in the work environment is usually high
- The employee is expected to work on-site in an office environment

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Name

Employee Signature

Date

Date Created/Revised:

8/26/2025