



President & Chief  
Executive Officer

Sophia Snow Place

West Roxbury, MA | Spring 2019

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## About Sophia Snow Place

For over 150 years, Sophia Snow Place leadership have been motivated to fulfill their mission to empower older adults to live purposefully and with dignity and wellbeing in an affordable and comfortable community.

Today, Sophia Snow Place features two interrelated programs/facilities: Sophia Snow House and The Residences at Snow Place. The fiduciary holding company is Roxbury Home for Aged Women.



- 1) Sophia Snow House Supportive Living provides senior women and men with an affordable community setting while providing needed assistance and support. 36 private suites offer 24-hour nursing and medical staff and robust dining and activities programming.
- 2) The Residences at Snow Place provide women and men with an affordable, comfortable independent living community, committed to the dignity, value, and potential of each resident. 66 units are provided. Additional services such as housekeeping and meals are also available. As Independent Living residents age, they have top priority for openings in the Supportive Living program, or may stay in their apartments with the support of additional services.

For more information about Sophia Snow Place, please visit <http://www.sophiasnowplace.org/>.

## Strategic Planning

The Sophia Snow Place Board of Directors is currently engaged in a strategic planning process comprised of the following Strategic Directions:

- Embrace an aging in-place strategy and seek intentional growth in the community
- Serve as a community resource and advocate for aging services
- Create an organizational structure that supports programmatic and financial goals

As noted below, the new President & Chief Executive Officer (CEO) will have primary responsibility for facilitating the strategic planning process and managing its successful implementation.



## About the Position

The President & CEO partners with the Boards of Directors of Roxbury Home for Aged Women (RHAW) and its subsidiaries, Sophia Snow House, Inc., and The Residences at Snow Place Independent Living, Inc. (RHAW and its subsidiaries collectively, "Sophia Snow Place") to plan for and guide programming and organizational growth.

With a strong focus on programmatic and financial oversight, the President & CEO works closely with Board committees to develop both long-term strategic priorities and financial plans, and processes for ensuring the ongoing success of Sophia Snow Place.



The new President & CEO will meet with the Search committee to review initial progress and updating of goals as appropriate. The Search Committee will continue to meet monthly with the President & CEO in order to ensure timely communication, respond to new opportunities, and address any problems as they may emerge.

Working directly with the board and the management company retained by RHAW, the President & CEO will be responsible for orchestrating duties detailed below.

## Key Responsibilities

### ***Strategic Planning and Leadership***

- Facilitating the further development of the Strategic Plan and obtaining board approval (including goals, objectives, timeline, and budgets)
- Partnering with RHAW's Board and its committees to update, track, and monitor the goals and objectives of the Strategic Plan
- Advancing the work of RHAW's Board's Strategic Planning, Governance, Finance Committees, and ad hoc committees
- Collaborating with RHAW's Board of Directors, the management company, and/or leadership staff to develop innovative programs in response to the changing needs of seniors

### ***External Relations and Community Engagement***

- Representing Sophia Snow Place in the community and increasing organizational visibility to position Sophia Snow Place for growth
- Taking initiative to develop and implement a fundraising program in conjunction with the board
- Exploring new methods for Sophia Snow Place to serve as a community resource and advocate for moderate-income elders
- Continuing to grow and develop new funding sources and cultivate current resources to ensure that Sophia Snow Place continues to expand its financial base

### ***Fiduciary and Financial Management***

- Managing an annual budget of \$2.1M and endowment of \$16M
- Ensuring adequate control and accounting of all funds, including maintaining sound financial practices
- Overseeing management and operations of Sophia Snow Place's contracts, as directed by RHAW's Board

## Key Qualifications

- Authentic alignment with Sophia Snow Place's mission
- 15 years of senior level nonprofit management experience with proven success building and growing an organization
- Proven ability to manage and partner with a Board of Directors to drive organizational growth
- Outstanding interpersonal, written, and oral communication skills

### Strongly Preferred:

- Familiarity with senior housing
- Knowledge of geriatrics and/or healthcare
- Fundraising success from individuals and/or government/foundation grantsmanship
- MBA, CPA, MSW, MPH, or other relevant degree

**All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.**

Please email your cover letter and resume in confidence to:

[SophiaSnowPresident@developmentguild.com](mailto:SophiaSnowPresident@developmentguild.com)

### Bill Weber

#### PRESIDENT

Development Guild DDI

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### About Development Guild DDI

Development Guild DDI is a nonprofit leadership development consulting firm that provides nonprofit executive search, fundraising counsel, and campaign services. We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and analysis. Drawing upon more than 2,500 client engagements and 40 years working in every nonprofit sector, our collaborative approach is distinguished by candid dialogue and supported by cutting-edge technology. We commit to understanding and respecting your unique culture and to translating that knowledge into viable solutions.

