

Executive Director for Adult Guardianship Services of Summit County

- Full time
- Onsite
- Contract to start

The Executive Director is the key management leader of Adult Guardianship Services of Summit County (AGS). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Company Description: Adult Guardianship Services (AGS) is the leading agency serving Summit County and the surrounding region providing guardianship for individuals who are unable to make decisions for themselves and with no or minimal income. Services are grounded in core principles such as advocacy, dignity, fairness, respect, and collaboration with the people served. AGS emphasizes confidential, effective care through partnerships among individuals, families, staff, and the broader community. The agency recognizes its volunteers and staff as its most important assets and promotes innovation, efficiency, and flexibility as drivers of its success.

Role Description: The Executive Director is a full-time, on-site leadership role based in the Greater Akron area, responsible for the overall strategic and operational management of Adult Guardianship Services. This role oversees guardianship provided by volunteers and professional guardians, ensures alignment with the agency's mission and values, and maintains compliance with regulatory and funding requirements. Day-to-day responsibilities include leading and mentoring staff, managing budgets and financial performance, and guiding organizational planning and quality improvement initiatives. The Executive Director represents the agency in the community, cultivates partnerships with stakeholders and funders, and advocates for the needs of individuals served. This position also works closely with the Board of Directors, providing regular reporting, supporting governance activities, and helping shape long-term strategic direction.

Qualifications:

- Demonstrated leadership and management skills, including experience overseeing multidisciplinary teams and organizational operations.
- Expertise in behavioral health, human services, with knowledge of developmental disabilities, community mental health, recovery-focused care, and related regulatory environments.
- Strong financial acumen, including budgeting, planning, and oversight of complex funding streams and contracts.
- Excellent communication, relationship-building, and stakeholder engagement skills, with the ability to collaborate effectively with volunteers, staff, board members, partners, and community organizations.

- Strategic planning and organizational development skills, with a track record of driving innovation, efficiency, and continuous improvement.
- Experience in fundraising, grant development, and cultivating donor or funding relationships is highly beneficial.
- Commitment to equity, inclusion, and person-centered care, with the ability to foster a respectful, supportive, and high-performing workplace culture.
- Advanced degree in business administration, social work, psychology, public administration, or a related field is preferred; significant relevant leadership experience in lieu of an advanced degree may be considered.

Please send your resume and a cover letter Laura Villwock at lvillwock@adultguardianship.org. Cover letter should include a description of your experience with team leadership and working an approved strategic plan.