



Executive Director | Community Leader, L'Arche Syracuse

Position reports to the Board of Directors

ORGANIZATIONAL MISSION

L'Arche Syracuse is an intentional community that provides inclusive homes and services for adults with intellectual disabilities in Syracuse, NY. Through shared living and mutual relationships, we celebrate the unique gifts of each person and promote a more human society. L'Arche Syracuse is an independently incorporated 501(c)(3) celebrating over 50 years of service and commitment to relationships and inclusion. The organization is partnered with [AccessCNY](#) to deliver services in its four homes and one day habilitation program, it is also formally affiliated with L'Arche USA as a member community. [L'Arche USA](#) represents the global Federation of L'Arche and works alongside L'Arche communities in the U.S. to advance the rights and inclusion of people with intellectual and developmental disabilities (I/DD).

ROLE SUMMARY

The Executive Director-Community Leader (ED-CL) serves as the chief executive officer of L'Arche Syracuse, responsible for ensuring alignment with the mission and values of L'Arche as stated in the [L'Arche Charter](#) while overseeing all aspects of operations including regulatory compliance, fundraising, financial management, communications and public relations, partnering with the board of directors, and planning for the future. The ED-CL cultivates relationships with people with I/DD, families, staff, donors, local partners, and regional and national partners within the L'Arche Federation embodying the spirit of attentive, empathetic leadership that builds community and models and inspires accountability. The ED-CL is responsible for representing L'Arche Syracuse with AccessCNY and L'Arche USA, ensuring compliance with both agreements and membership obligations. The ED-CL will be accountable to the L'Arche Syracuse Board of Directors and work collaboratively within the Federation of L'Arche.

CORE RESPONSIBILITIES

Administration and Operations

- Oversee daily operations, including staffing, residential programs, day programs, and administrative systems
- Supervise the Leadership Team, ensure effective staffing structure, and promote annual reviews, staff wellbeing, and professional growth
- Establishes oversight systems with accountability, and monitors compliance with all NYS certification requirements, and satisfies the requirements as set forth by the related party contract agreement with AccessCNY, Inc
- Oversees payroll and benefit management in accordance with approved payroll and benefit management plans and or services
- Serves as the L'Arche Syracuse representative to AccessCNY, Inc. in fulfilling the related parties contract requirements as specified in the agreement between these corporate partners; and continuously assesses agency needs and opportunities for expanding and strengthening this partnership



- Serves as the L'Arche Syracuse representative to L'Arche USA and L'Arche International, attending regular in-person and virtual meetings/events, and ensuring compliance with membership guidelines

Values and Practices

- Champion the L'Arche mission, vision, core values and practices as expressed in the L'Arche Charter
- Foster a community rooted in mutually transforming relationships, listening and inclusion, co-leadership, and spiritual growth

Fundraising

- Partner with Board and staff on an annual fundraising plan and goals
- Cultivate relationships with donors, sponsors, and foundations
- Develop and grow fundraising systems and strategies that enable the organization to meet its financial goals, enrich the life of the community, and carry out its operations above and beyond the public funding available

Financial Management

- Lead financial strategy and business planning with leadership team and board, while overseeing the annual budget approval process
- Assists with the preparation for the annual audit, consolidated fiscal report, and other required accounting as may be needed
- Ensure the timely preparation, processing, accuracy, integrity and accounting for all materials related to billing, accounts payable, petty cash, core member SSI/SSA/SSP benefits and other assets in accordance with the requirements of oversight financial authorities
- Ensure grant compliance and contract management
- Provide fiscal oversight, including review of monthly reconciliations and long-term planning

Communications and Public Relations

- Represent L'Arche Syracuse externally with media, civic groups, and faith communities, promoting the organization within the wider community
- Build partnerships with mission-aligned organizations
- Ensure that L'Arche Syracuse represents itself professionally and appropriately online and in print via the website, social media, email marketing, mailings, and other platforms

Partner with the Board of Directors

- Provide logistical support in matters related to Board and committee meetings, including meeting schedules, locations, agenda, and meeting materials
- Provide all necessary reports as required to support the Board's fiscal and governance oversight, legal compliance, and strategic planning responsibilities
- Support the Board of Directors of L'Arche Syracuse in the creation and implementation of policy and procedures, including best practices for supporting board members with I/DD and other accommodation needs

Planning for the Future



- Through inclusive leadership practices, ensure the board and L'Arche community members periodically review and update stated vision and goals
- Work with the Board to set strategic priorities with measurable goals that leadership can be held accountable to and monitor

EDUCATION & EXPERIENCE

- Bachelor's degree required; advanced degree preferred.
- Minimum 3 years in a senior leadership role within human services, community-based care, or nonprofit management
- Experience creating operating budgets and expense management
- Experience with strategic planning
- Experience working with regulations from the Office for People with Development Disabilities (OPWDD)
- Demonstrated ability to work within collaborations and partnerships
- Demonstrated proficiency using technology and developing systems

ROLE REQUIREMENTS

- Regional, national, and international travel (typically 3-4 trips/annually)
- Understand NY state and national trends in services for people with intellectual and developmental disabilities, financing, and the regulatory environment which impact the operation and sustainability of not-for-profit entities
- Strong alignment with the mission of L'Arche, with an openness to various expressions of faith and spirituality, and a willingness to embrace the core values and practices outlined in the L'Arche Charter
- Ability to analyze and arrange complex functions and responsibilities into an organized system with clear assignment of roles, responsibility, and accountability
- Excellent verbal and written communication skills
- Ability and willingness to work collaboratively with others across diverse identities and at all levels, including community leaders, stakeholders, donors, volunteers and participants

COMPENSATION

\$90,000-\$100,000 commensurate with experience, with a competitive benefits package.

TO APPLY

The search will remain open until the position is filled. First consideration will be given to applications received by December 19, 2025. Submit your resume and cover letter to the Search Committee by emailing Stasya Erickson at serickson@larcheusa.org.

L'Arche is an Equal Employment Opportunity Employer and will accept applications, hire qualified applicants, administer all terms and conditions of employment, and make available all benefits and compensations of employment without regard to race, color, creed, religion, sex, including gender identity/expression, sexual orientation, marital status, familial orientation, status with regard to public assistance, membership or activity in a local commission, national origin, disability, or age, except when based on a bona fide occupational qualification. L'Arche complies with all applicable federal, state, and local laws with regard to equal employment opportunity.