



Youth and Family Counseling Agency of Oyster Bay - East Norwich, Inc. (YFCA)

This is an extraordinary opportunity to lead this community-based nonprofit that has been serving Nassau County since 1969.

Organizational Profile

Based in Oyster Bay, NY, the Youth and Family Counseling Agency of Oyster Bay East Norwich Inc, is seeking an Executive Director to provide strong leadership in the following areas: strategic planning, organizational development and management, financial management, and personnel development. With an annual budget of \$1.1 million and a staff of 16, the organization delivers substance abuse treatment, mental health services, early childhood enhancement, and social services within the Hamlet of Oyster Bay. Across all programs, YFCA delivers approximately 9,000 individual services each year.

To learn more about [YFCA](http://www.yfcaosterbay.org), please visit our website – www.yfcaosterbay.org

The Position

YFCA is seeking to hire a skilled, motivated, and dynamic leader to take on the role of Executive Director.

The Executive Director has overall responsibility for the organization's programming, staffing and support of its mission and reports directly to the President of the Board of Directors.

Key Responsibilities Include the Following:

Strategy and Planning:

1. Develops and executes the strategic plan, both long and short term, in conjunction with the Board of Directors.

2. Oversees financial management with respect to budgeting, government contracts, grants, and audits.
3. Oversees contractual compliance with respect to contracts and grants.

Organizational Management:

1. Develops staff in support of the organization's mission.
2. Develops programs in response to identified needs of the community.
3. Communicates effectively with organizational leadership, staff, and board.
4. Ensures compliance with local and federal laws and organizational policy. Has oversight of the Human Resource Committee.
5. Assures that staff has the technology and a proper physical plant to effectively carry out the mission and services of the organization.

Program Development

1. Provides oversight of all clinical services, quality assurance, and compliance.
2. Develops and maintains relationships with law enforcement, community providers, providers of mental and physical health, community clergy, and other nonprofit service providers.
3. Ensures ongoing professional development for all clinical staff.

Resource Development

1. Participates in the Fundraising Committee of the Board of Directors.
2. Maintains professional relationships with funders and grant makers.
3. Participates in identifying and engaging new sponsors, donors, and grantors.
4. Ensures the timely submission of all financial and grant reporting.
5. Represents the organization in social media and public venues to the community and partners.

Minimum Qualifications

1. Master's Level Training in mental health and relevant certifications.
2. NYS license in LMSW or LCSW, LMHC, Psy.D, or Ph.D.
3. Advanced training in nonprofit management (certificate or degree).
4. Working knowledge of public health policies and issues that impact the community.
5. Experience working in a nonprofit organization in health and human services.
6. Exceptional communication skills both oral and written.
7. Financial management skills.

Compensation

YFCA offers a comprehensive compensation which includes health and life insurance and a generous vacation policy.

Youth and Family Counseling Agency of Oyster Bay East Norwich, Inc. is dedicated to ensuring a supportive environment that allows for a healthy work/life balance, and personal and professional growth.

The salary range for this position is \$110,000 - \$135,000, commensurate with experience.

Application Process

The Center for Nonprofit Leadership at Adelphi University's School of Social Work is conducting the search for the Executive Director position at YFCA.

For full consideration, applicants must apply by **March 25, 2026** and send a cover letter indicating salary requirements, resume, and list three professional references with contact information to centerfornonprofitleadership@adelphi.edu.

We will not contact references without prior approval. All applications will be held in confidence.

YFCA is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply.