

EXECUTIVE DIRECTOR, Center for people with Disabilities (CPWD)

BASIC ROLE:

The executive director maintains overall responsibility for budget, staffing, program development and implementation and community involvement. The director should be capable of developing strong community relationships and providing leadership in the independent living movement on a local and national level.

DUTIES and RESPONSIBILITIES:

- Executive Responsibilities:

This position reports to the Board of Directors and executes policies established by the Board, and keeps the Board informed on the implementation of said policies. Assures that CPWD meets all its Legal, Financial and Funding requirements, including compliance with all program, stakeholder and funder information requests.

- Financial Management

Develops the budget; manages the total budget, including all contracts; oversees the billing process, accounts payable, accounts receivable, and the preparation of financial statements; and maintains a cash flow projection.

- Personnel Management

Oversees and/or conducts all staff recruitment activities; oversees hiring, evaluation, on-boarding and on-going training programs and evaluates staff; provides initial orientation training for all new staff; supervises staff or oversees supervision which is provided by subordinates; implements and oversees compliance of all personnel policies and submits recommendations to the Board for policy revisions, and oversees benefit and insurance plans.

- Program Development and Implementation

Develops grant proposals and contracts; monitors contract compliance; oversees program evaluation and continual program improvement; and oversees the client assessment process, the development of individualized living plans and the entire service delivery system.

- Advocacy

Identifies local access issues; organizes and educates local constituency for change; advocates for clients; and advocates for system change on local, state and national levels.

- Community Liaison

Acts as center's primary contact with the community for service delivery and fund raising matters.

QUALIFICATIONS:

The successful applicant should have at least a bachelor's degree in a related field and/or significant relevant work experience in a disability related field. The position requires excellent skills in writing, public speaking, advocacy, employee management, conflict resolution and community relations. A working knowledge of state, national and local legislative issues relating to persons with disabilities is required.

Please send cover letter, resume, references, and a brief statement describing your personal experience with the disability community to Chris@cpwd.org.

Applications will be accepted until May 30, 2017