Job Posting: Executive Director

Posted 2-1-2017

Organization Description:

Disability Network of West Michigan is a 5 county consumer controlled tax exempt organization whose mission is to promote and encourage independence for all people with disabilities. Disability Network is federally funded as a Center for Independent Living, with annual revenues of around $1 million and total assets in excess of $185,000. Our vision is inclusive and accessible communities that provide opportunities for individual choice.

Position Description:

The Executive Director serves as the senior leader of the organization; subject to the supervision of the board, shall be in general and active charge of the business of the organization. The Executive Director shall:

* Be responsible for the implementation of all policies established by the Board of Directors.
* Maintaining strong and effective relations with the Board of Directors by keeping it informed on internal conditions and important external developments so that it can make informed decisions.
* Be responsible for selecting, employing, controlling and discharging employees and other resource people performing work for the organization with the exception of members of the Board of Directors.
* Be responsible for the maintenance of financial operations and records of the organization as required by law and the financial policies of the organization.
* Have the power to sign certificates and documents according the Financial Policies of the organization.
* Be responsible for the maintenance of all the physical properties of the organization for the purpose of ensuring that they are kept in good repair and in good operating condition.
* Submit regular reports to the Board of Directors and its authorized committees on the overall activities of the organization.
* Organize the administrative functions of the organization, delegate duties, and establish formal means of accountability on the part of subordinates.
* Issue, receive, make application and monitor for grant requests according to the Financial Policies of the organization.
* Monitor investments, collect investment data.
* Perform any other duty within the express or implicit terms of the duties hereunder that may be necessary for the best interest of the organization.
* Collaborating with Management Team to determine organizational response to issues, speaking and training requests.
* Attend in person all meetings of the Board of Directors as a non-voting member.
* Perform such other duties as may be required by any contract or as the Board of Directors shall from time-to-time direct.

Qualifications:

* Bachelor’s degree in a human service or business-related field preferred. A minimum of ten years senior management and supervisory experience in a small to mid-size business / program may be substituted for degrees.
* Demonstrated leadership skills
* Deep experience in budgeting and financial management at the program and organizational level, with accountability for managing a budget $1m or more.
* Knowledge of disability topics from a personal and/or professional viewpoint
* Knowledge of the civil rights movement for people with disabilities, including current trends and issues. Applicants must be experienced in and passionate about the disability rights and independent living movements
* Knowledge of federal civil rights laws prohibiting discrimination on the basis of disability. Systemic advocacy experience is preferred.
* A track record of positive relationships and partnerships with various stakeholders.
* Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills who can successfully build coalitions and relate to a diversity of constituent groups: stakeholders, funders, volunteers, consumers, community, staff, and board.
* Experience with Fee-for Service Programs and Public Sector Funding a plus
* Experience with contract negotiations and grant-writing.
* Demonstrated track record of effectively leading an outcome-based organization and staff with the ability to point to specific examples having developed and operationalized strategies that have taken an organization to the next stage of growth.
* Unwavering commitment to quality programs and data-driven program evaluation.
* Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams; set and achieve strategic objectives.
* Ability to work as a collaborative leader and within a team structure that values inclusion.
* Past success working with a board of directors with the ability to cultivate the existing board member relationships.
* Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders.
* Action-oriented, entrepreneurial, collaborative, adaptable and innovative approach to business planning.
* Ability to work effectively with diverse groups including agency consumers, strategic partners and contracting agencies at the local, state and federal level.
* Passion, integrity, positive attitude, mission-driven and self-directed.
* Provide advocacy and represent the Agency in the community, working outside of standard work week and standard business hours
* Outstanding presentation and communication skills, both oral and written, and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.

People with disabilities are strongly encouraged to apply.

Please submit a cover letter with salary expectations and resume by February 28, 2017 to:

Disability Network of West Michigan

Attn: Human Resources

27 E Clay Ave.

Muskegon, MI 49442

Or

[dannap@disabilitynetworkwm.org](mailto:dannap@disabilitynetworkwm.org)

No phone calls will be accepted pertaining to this position.

Only resumes with attached cover letter will be considered.

Disability Network of West Michigan is an Equal Employment Opportunity Employer.