



POSITION: Executive Director

Classification: Full-time, Exempt

Salary: \$55,000 and increases based on experience and qualifications of the applicant.

Benefits: Group medical, dental, and vision insurance. Employer matching retirement plan. Generous PTO and Holiday policy.

The Executive Director shall be responsible for the day-to-day operations and overall management of A2I, developing programs, services, and funding to meet identified needs for the disability community in an eight county area in accordance with our mission, vision, and values.

Supervision of Position: This position is supervised by the Board of Directors.

Job Qualifications:

Education

- Master's degree preferred. Bachelor's degree with a preference for study focused in social work/disability services, business, communications, or other human services related field. Substantial job-related leadership and non-profit management experience may be substituted for some aspect of education requirement.

Experience

- Work experience in social services, public health, non-profit organizational management for service oriented programming, and/or public health programming.
- Significant knowledge of the Independent Living Philosophy and disability rights.
- Experience in personnel management.
- Experience with non-profit organizations and working with a Board of Directors.
- Business development, grant management, and grant writing experience.
- Experience or demonstrated understanding of administering and reporting for federal and/or state grants and contracts.

Skills, Knowledge and Abilities:

- Excellent time and project management skills.
- Self-motivated with extremely good verbal and written communication, analytical, and organizational skills.
- Ability to work with minimal to no supervision and maintain a high level of service excellence.
- Ability to work under pressure, with deadlines, and handle multiple projects at once.
- Strong personal integrity and work ethic.
- Strong computer skills. Ability to use Google Suite, Microsoft Office products, and virtual platforms (Google Meet, Zoom, Microsoft Teams). Experience using Canva, Wordpress, and Constant Contact a plus.

Essential Job Functions:

Organizational Management

- Manage the A2I office and supervise staff (including employee hiring, evaluations, and terminations) in accordance with established policies and procedures.
- Implement and administer all board-approved policies and directives and recommend changes as needed.
- Prepare and submit in a timely manner the following reports:
 - Quarterly program reports to IVRS
 - Annual report to ACL
- Represent A2I to the public, Independent Living network, policy-makers, and other stakeholders in a manner consistent with the IL philosophy.
- Support the Board in creation and implementation of a 3-year strategic plan, broken down into an annual work plan from which programming and staff expectations should be identified.
- Conduct an annual consumer satisfaction survey to inform annual and strategic planning in accordance with funding requirements.
- Create and implement an annual outreach plan to increase community awareness of A2I and offerings to eight counties served.
- Recruit and train volunteers as organizational needs arise.
- Foster and maintain effective communications with the Independent Living network (CILs, SILC, IVRS, IDB) and key partners
- Monitor state and federal legislation of significance to people with disabilities, keep the board and agency stakeholders informed, and coordinate approved responses.
- Disseminate information through newsletters, social media, and A2I website.

Financial Planning, Management, and Oversight

- Develop an annual A2I budget and cash flow, in collaboration with the Board Treasurer, to be approved by the A2I board.
- Prepare an annual resource development plan for approval consisting of:
 - Fundraising
 - Grants
 - Fee-for-service
- Provide monitoring, oversight, and implementation of A2I's finances, including the budget; checking account; state, federal, and private grants; and donations, in compliance with A2I's Fiscal Policy, grant requirements, and generally accepted accounting principles.
- Ensure an outside review or audit of A2I'S finances is done, when approved by the Board of A2I.

Board Operations

- Support board recruitment and onboarding of new directors.
- Collaborate with Board Chair to prepare agendas, materials and proposals for Board and Committees.

To assist them in carrying out all responsibilities, the Executive Director may assign tasks to other personnel. Ultimately, however, the Executive Director is always responsible for carrying out the above duties and others as assigned by the Board of Directors.

Physical Requirements:

- Prolonged periods of sedentary work and computer keyboarding.
- Frequent communication with stakeholders. Must be able to exchange accurate information.
- Must be able to travel.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

Performance Appraisal:

The Executive Director’s job performance will be evaluated by the Board of Directors after 90 days of employment (probationary period) and subsequently annually thereafter.

Access 2 Independence is an equal opportunity employer.

Job Description Acknowledgement

I have read and understand the Job Description for Executive Director and agree to fulfill the defined role and responsibilities as stated herein.

Employee Name (print): _____

Employee

Date

Board Member

Date