

Accessible Resources for Independence

Job Description for Executive Director

Reports To: Board of Directors

Effective Date: June 2022

Summary:

Under the guidelines set by the Board of Directors, the position of Executive Director (ED) oversees and administers the total operations of Accessible Resources for Independence, Inc. (ARI), a center for independent living that serves Anne Arundel and Howard Counties in Maryland. The ED is responsible for the overall and day-to-day operations of ARI, including financial management, human resource/personnel management, program development and oversight, strategic planning, marketing, operations management, quality management, grant writing, and agency compliance with all grant requirements. The ED also serves as a professional advisor to the Board. Given the mission of ARI, the ED engages with the disability community and embraces the Independent Living philosophy. As such, the ED promotes and advances that philosophy and the disability rights movement.

Qualifications and Preferred Skills/Abilities:

A minimally qualified candidate will have a Bachelor's degree in Social Sciences, Public Administration, Business Administration or related field and at least five years of experience in the nonprofit sector as a senior manager. This candidate will also possess an understanding of and commitment to the Independent Living philosophy and disability rights.

More competitive candidates will have a Master's degree, three or more years of experience successfully supervising employees, experience working with persons with disabilities in any number of ways, experience in program development, a track record of successfully managing operational budgets, and experience in grant writing and fund development. Pursuant to federal law, ARI may give preference to applicants with disabilities.

Essential Duties and Responsibilities:

Area # 1 - Strategic Planning:

Along with the Board, the ED maintains a realistic organizational mission and vision. Using data from multiple government, community, and consumer sources, the ED in collaboration with the Board generates a short and long-range strategic plan which outlines the various avenues to meet the organization's needs.

Area # 2 - Financial Management:

The ED carries out the financial management of ARI by doing at least the following:

1. Develops annual operational budgets for Board approval.
2. Approves expenditures within policy guidelines.
3. Maintains and enforces effective financial policies to ensure fiscally sound operations and compliance with grant requirements.
4. Oversees the preparation of monthly and annual financial performance reports and other reports as required by the various funding sources and communicates such to the Board and appropriate staff.
5. Identifies and solicits funding of organization operations from local, state, and national organizations and agencies – both public and private.

Area # 3 - Human Resource Management:

The ED carries out the human resource management of ARI by doing at least the following:

1. Ensures appropriate personnel are in place to meet, at least, the obligations of the organization (including the hiring of persons with disabilities), and to pursue the goals of ARI.
2. Oversees the recruitment, selection, and training of competent staff to provide superior quality, effective, and efficient services.
3. Ensures that appropriate policies and procedures are in place, which are fair and consistently applied to meet the requirements of regulatory agencies and grants.
4. Reviews and approves staff work schedules, time sheets, productivity reports, mileage logs, and travel requests.
5. Keeps staff informed through the coordination and facilitation of regular staff meetings and other avenues as appropriate.

Area # 4 - Communication and Outreach:

The ED carries out the communication and outreach operations of ARI by doing at least the following:

1. Presents the organization's vision, mission, goals, and programs to potential donors, potential Board members, volunteers, media representatives, state and local leaders, and other organizations.
2. Deploys a variety of effective communication tools (website, social media, newsletter, news articles, etc.) to promote the organization's mission and vision.
3. Develops and maintains an effective outreach plan and public relations strategy.
4. Appropriately represents the organization at the local, state, and national levels and other public fora.

Area # 5 - Advocacy:

The ED carries out the advocacy operations of ARI by doing at least the following:

1. Becomes and remains knowledgeable of all disability rights legislation and local ordinances, and initiates action as necessary.
2. Empowers people with disabilities to advocate on their own behalf and assists them in their efforts.
3. Actively participates in local and state advocacy efforts.

Area # 6 - Quality Management:

The ED maintains an effective quality management plan and ensures that all key performance indicators are monitored on a regular basis and appropriate action is taken when needed.

Location of Work:

ARI's main office is located at 1406B Crain Hwy S #206, Glen Burnie, MD 21061, where the ED is afforded a private office and support staff. It is expected that the ED will report to and operate primarily out of the main office and attend to ARI business outside of the main office when required, such as agency and funder meetings, programs, and trainings.

Compensation and Benefits:

The ED's compensation is commensurate with his or her qualifications and experience. ARI strives to offer compensation and benefits that are consistent with the offerings of other area nonprofit organizations of similar mission, size, and resources. Base salary and optional incentive pay is assessed by the Board each fiscal year. Benefits include health insurance, retirement plan matching, and paid time off.

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