



Employee Job Description			
Location	Largo, Florida	Start Date	7/18/2022
Job Title	Executive Director	Reports to Board of Directors	Salary Range: \$80,000 – \$95,000/year + benefits

Submit resume and letter of interest to dac.executivedirector@gmail.com

POSITION MISSION STATEMENT:

The Executive Director must be a dedicated, compassionate, and energetic professional willing to work with diverse persons with disabilities. This position will require the Executive Director to actively engage, encourage, and empower our consumers to lead fuller and more productive lives while maintaining professional boundaries. Support the organization and its employees as they guide consumers towards achieving their goals to achieve sustained independence and inclusion.

GENERAL FUNCTIONS:

The Executive Director shall report to the Board of Directors (“Board”) of the Disability Achievement Center (“Center”) and shall be the administrative authority having the having the responsibility of directing the daily management and operation of the Center in accordance with the Policies and Procedures set forth by the Board.

ESSENTIAL FUNCTIONS:

- Plan and implement the means and methods by which the Mission, Vision, and Strategic Plan of the Center can be achieved.
- Maintain the positive financial health of the Center in adherence with the budget, policies and procedures as approved by the Board
- Develop and maintain productive relationships with public and private entities which directly or indirectly impact the achievement of the Center’s Mission, Vision, Strategic Plan, and delivery of services.
- Maintain working knowledge of local, state, and federal laws and legislation, as well as governmental policy and procedures, in order to assess and prepare for their impact upon the administration and operation of Center services.
- Build relationships with key private and public leaders to further the Center’s mission, vision, strategic plan, and service delivery.

- Lead the planning and direct the implementation and evaluation of Center services and staff.
- Work effectively with governmental officials and community leaders to positively impact public policy important to Center consumers, and those which promote greater accessibility and inclusion for persons with disabilities.
- Effectively direct and manage all aspects of the Center's infrastructure: facilities, human resources, technology, board, finances, outreach, program development, communications, grants and reporting.
- Perform other duties as required or necessary to carry out the mission, vision, and strategic plan of the Center, and to serve the Board.
- Lead the Center in adapting positively to change, serving as a role model and champion for diversity, equity, and inclusion.

EDUCATION AND QUALIFICATIONS

- Advanced degree preferred; a minimum of five years as Executive Director of a CIL or similar organization can substitute for education.
- Minimum five years progressively responsible leadership experience with a CIL, in disability rights, or a closely related field
- Must be proficient in Microsoft Office suite, especially Outlook, Word, PowerPoint, and Excel (or Mac equivalents).
- Must demonstrate professional and effective oral, interpersonal, and electronic communication skills.
- Deep understanding of disability rights and independent living challenges faced by diverse disability communities
- Successful track record growing programs and services for individuals with disabilities
- Positive track record of grant awards and management through positive relationship building
- Financial and administrative expertise in organizational management with multiple federal, state, local, and private funding
- Success managing diverse staff and board relationships
- Track record of positive relationships with varied stakeholders and diverse disability groups

EMPLOYER RIGHTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be provided to apply for this position and to enable individuals with disabilities to perform the essential functions of this position.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

GENERAL SIGN-OFF:

I have read and understand this explanation and job description.

Employee Name

Date Received