



Supporting Individuals with Disabilities
SINCE 1954

Job Posting for Executive Director

Salary Range \$100,000 - \$135,000

Posting Date April 1, 2021

Posting Expiration Date May 31, 2021

LARC, Inc. has been serving the needs of individuals and families impacted by intellectual and developmental disabilities since 1954. We have served thousands and worked diligently for over six decades to help the public recognize a person's abilities, rather than disabilities. LARC is here to light the path to a better tomorrow by helping individuals with intellectual and developmental disabilities live happier, fuller, and more productive lives as independently as possible. Through direct service delivery, collaboration and advocacy, LARC celebrates ability and creates opportunities for all remarkable people in our community. Our mission is to empower and support individuals with disabilities and their families to achieve their full potential.

Qualifications

- Experience managing programs in a non-profit setting
- Familiarity with services and programs for individuals with disabilities
- Familiarity with Community Support Services, Residential Group Homes, and Adult Day Training programs
- Experience managing team's in a fast-paced and fluid work environment
- Excellent communications and interpersonal skills
- Experience with non-profit management, volunteer activation and charitable giving

Knowledge, Skills, Abilities and Competencies

- Courageous and creative servant leadership
- Team player and collaborator at every level of the organization
- Passionate about giving back to the community
- Ability to prioritize multiple demands and deliver strong results
- Experience managing a complex P&L and budget
- Ability to create highly favorable goodwill towards the organization in the community
- Experience in launching/conducting fundraising events and appreciation events

Executive Director Role/Description

Overall Program Management and Direction

Personnel Management – hires/supervises Leadership positions, works with HR staff and fiscal staff to assure benefits/pay plans are best they can be

Fiscal Management – works with finance director and leadership team to develop annual operating budget, works to monitor performance and oversee any needed changes throughout the year. Seeks resources as needs/opportunities emerge and help prioritize investments of said resources with Board and staff, donors and others

Oversees agency efforts to achieve organizational goals, provides guidance/support/direction as needed to assist all key leaders and staff to achieve those goals. Evaluate, lead or inspire programming changes as needs indicate, stays abreast of changes in the industry and positions agency for success

Relationships – develops and manages relationships with key partners, funders and stakeholders including state and local government, the United Way, state associations, legislators and local elected officials, local educational systems, peer organizations, donors and others as needed. Internal relationships equally important.

Board Development – work with Board and others to recruit, retain and develop Board members to support organizational mission

Serves as Trustee of the Smith Special Needs Trust

Problem Identification/Resolutions and Communications

Works with staff, Board, current and future partners to identify emerging issues and develop strategies to address

Effectively communicates internally and externally regarding LARC's efforts and challenges, including interacting with the media as appropriate

Offers, solicits and accepts feedback constructively from staff, Board and others

Communicates internally at all levels to staff, volunteers and Board as appropriate

Leadership

Presents LARC, our mission, achievements and future goals as well as our challenges to the community, key partners, stakeholders, Board and other key relationships internally and externally

Works effectively with peers and outside parties to further LARC's efforts and advocate for those served by LARC as well as those who do not receive services but will benefit from advocacy efforts

Dependable when given tasks and assignments to achieve, both in the eyes of internal and external parties

Provides education and training for Board and staff as appropriate

Relationships

Internal – develops effective relationships with employees at all levels, Board members, volunteers and clients

External – key relationships include funders, supporters, elected officials and key leaders in City/County/State government, statewide and local peers, and other providers in the community. May choose to serve on Boards of local or statewide entities as determined appropriate to support LARC's mission.

To apply please submit your letter of interest and resume to: bonniebolton@larcleecounty.org