



311 S. Reed Street

Joliet, IL 60436-2050

815.744.3500

www.cdsil.org

POSITION DESCRIPTION

POSITION TITLE: Executive Director

IMMEADIATE SUPERVISOR: Board of Directors

Full Time; Exempt, 12 Month Contract

POSITION SUMMARY

Reporting to the Board of Directors, the Executive Director, in accordance with the policies and procedures of the corporation, will have overall strategic and operational responsibility for the agency staff, programs, expansion and execution of the mission of the agency to provide excellence in program delivery, research-drive practices and techniques, state-of-the-art technology, and services for individuals and families impacted with the challenges of disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations.
2. Actively engage and energize agency volunteers, board members, event committees, alumni, partnering organizations, and funders.
3. Lead, coach, develop, and retain high-performance senior management team.
4. Direct and coordinate the hiring, orientation, training, development, evaluation, promotion, transfer, discipline and discharge of all personnel.
5. Develop, implement, and monitor appropriate procedures within the agency to insure effective and efficient systems are in place for service delivery.
6. Report to the Board of Directors through its functional committees on the current financial status of the agency's various activities undertaken within each department, and on proposed projects for the agency.
7. Manage the agency resources with the assistance of department heads, to insure that programs and services are delivered in compliance with specified funding resources and regulating agencies to fulfill the missions of the agency.
8. Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while also retiring building debt.
9. Serve as the liaison to community service organizations and state and federal legislative sources.
10. Deepen and refine all aspects of communication – from web presence to external relations with the goal of creating a stronger brand.
11. Use external presence and relationships to garner new opportunities.
12. Act as a spokesperson for the agency



MINIMUM QUALIFICATIONS

Education/Experience:

- Ten years of senior management experience
- Five years of experience in education or social services
- Non-profit management experience
- Graduate degree

Skills and Abilities:

- Strong organization and interpersonal skills
- Solid written and oral communication
- Strong people/management skills
- Strategic thinking and consultative skills
- Ability to listen and respond to employees

PREFERRED QUALIFICATIONS

- Experience working with individuals with disabilities
- M.Ed. or MBA

SALARY:

- Commensurate on Education/Experience

BENEFITS:

- Medical, Dental, and Vision Insurance
- Flex Spending Account
- 403 (b) option for pre-tax retirement savings (after 1 year of employment)
- Long term disability
- Life insurance policy
- Accidental death policy
- Federal Holidays

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is performed in an office setting with minimal exposure to health or safety hazards. Substantial time is spent working on a computer. This is sedentary work which requires the following physical activities: sitting, walking, bending, stooping, finger dexterity, repetitive motions, talking, hearing and visual acuity.

**Please send letters of inquiry and resumes to
Susan Fowler, HR Administrator
susanf@ucp-cds.org**