

RED ROCK CENTER FOR INDEPENDENCE JOB DESCRIPTION AND ESSENTIAL FUNCTIONS

Job Title: RRCI Executive Director

Full-time, salaried position, with benefits

Compensation commensurate with qualifications plus benefits.

Applicants must submit a cover letter and resume with three references to: rrci@rrci.org attention Interview Committee.

For priority consideration applications must be received by May 29, 2020. Position will remain open until filled.

Red Rock Center for Independence (RRCI), a non-profit governed and run by people with disabilities, is seeking an Executive Director. RRCI serves individuals of all ages with any type of disabilities. Our service area includes nine Southwestern Utah Counties including Washington, Kane, Garfield, Iron, Wayne, Piute, Beaver, Sevier and Millard. Services are provided to Washington and Kane Counties through our main office located in St George. Additionally, we have three staff members in satellite offices serving Beaver and Millard; Iron and Garfield; and Piute, Sevier, and Wayne Counties. The Executive Director is responsible for the overall operations of the Center including staffing, planning, developing, budgeting, implementing and evaluating Center programs; advocacy and systems change activities; and represents the Center, or delegates such representation on the local, state, and national level.

Individuals with disabilities are encouraged to apply.

Minimum Qualifications

- Related Bachelor's degree preferred or equivalent experience working in the independent living field.
- 5+ years working in nonprofits or similar human service organization
- A minimum of three years management and supervisory experience preferred.
- Individuals with disabilities will be given preference.
- Experience in initiating, planning, implementing and evaluating programs and services
- Computer proficiency in Word, Excel, other spreadsheets, PowerPoint, Internet searches, e-mail, etc. required.
- Experience in networking and working with diverse populations.
- Proven experience in collaboration with the community and in developing community partnerships.
- Effective communication skills.
- Detailed oriented, organized and strong follow up skills to work with elected, local, state, federal and other nonprofit agencies.
- Ability to travel to meetings and to travel throughout the nine county area.

- Must be flexible with the daily work schedule, including occasional evening hours and overnight travel.

Skills, Knowledge and Abilities

- Capacity to organize and prioritize multiple projects, while meeting deadlines.
- Must have exceptional writing skills, including grant writing and public presentations.
- Knowledge of and commitment to the Independent Living movement and philosophy.
- Knowledge of federal and state statutes and regulations affecting people with disabilities and requirements of the agency.
- Working knowledge of data and financial management.

Leadership

- Ideal candidates must possess strength in thinking, program and finance administration, as well as knowledge of current disability related policies and issues and the Independent Living Philosophy.
- The candidate must demonstrate the ability to forge strong relationships with the members of the Board, the public and community partners. Must also have the ability to develop relationships with and win the confidence of a range of stakeholders including the consumers of RRCI, disability leaders, legislators, government officials, volunteers, staff and other community partners.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization. The ED provides leadership to the Board in the areas of public policy, planning, and program development.
- Conduct official correspondence on behalf of the agency as appropriate.
- Prepare and submit timely reports, recommendations, and updates.
- Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly.
- Proven leadership in the nonprofit multi-service arena and the ability to accurately assess the needs of the disability community to create and implement agency strategic direction, policies and programming over multiple years.
- Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts.

Program/Operational Management

- Strong strategic thinking skills which can enhance and RRCI's strategic vision, priorities, goals and measures to meet consumers outcomes, engage staff and partners and deliver sustainable results.

- Monitor compliance with grants, contracts, regulations and the Statewide Plan for Independent Living including the preparation of performance reports and the maintenance of appropriate records.
- Organize the development, implementation, and monitoring of all programs and services.
- Research and promote program expansion through grant proposals from federal, state and local governmental organizations, foundations, and other entities.
- Maintain pertinent legal documents, policies and procedures, bylaws, financial statements, federal reports, personnel, minutes of the Board meetings and other documents to ensure compliance with federal, state, and local laws.
- Coordinate and staff Board meetings, public forums, trainings for the community, community events, conferences and other meetings.
- As necessary, conduct Board member recruitment activities in collaboration with Board members to ensure diverse membership related to characteristics such as diversity of people with disabilities, geographic location, ethnic diversity, and members from diverse cultures.
- Experience in overseeing quality assurance throughout the agency, establishing goals, objectives, and timelines.

Finance and Resource Management

- Secure adequate funding for the operation of the Center.
- Experience in grant writing and fundraising. The ED is RRCI's chief fundraiser and spokesperson; is responsible for coordinating fundraisers while also cultivating partnerships with government, corporate and foundation leaders, individual donors, and local, state, and national advocacy groups and agencies.
- Work with the Fiscal Officer to prepare a comprehensive budget. Ensure adequate budgetary updates are developed annually, or more frequently as required, and presented to the Board for review and approval.
- Administer RRCI funds according to contracts and the approved budget and monitor financial activity.
- Ensure the Board is made aware and approves the budgets with comprehensive, regular reports on the revenues and expenditures of RRCI.
- Approve expenditures within the authority delegated by the Board.
- Oversee the management of all contracts, agreements, and other financial commitments.
- Ability to write and update policies, procedures, and other pertinent reports and documentation.
- Responsible to the Board of Directors for the completion of a needs assessment, development of an annual work plan and strategic plan, including long and short term goals. Report to the board and other stakeholders on the overall effectiveness of programs and services.

Community Relations and Advocacy

- Maximize the cooperation, coordination, and working relationships with the other Centers for Independent Living in the State of Utah, community groups, and other IL organizations or disability entities to help achieve RRCI's overall goals.
- Communicate with stakeholders to keep them informed of the work of RRCI
- Represent RRCI at community activities and meetings throughout the nine counties to enhance the organizations community profile.
- Spearhead systems advocacy efforts and assist Board members, staff, consumers and others in systems advocacy, community education and outreach activities.
- Be aware of community organizations, agencies and programs so information and referrals services may be given to those who contact the agency.

Human Resources

- Determine staffing requirements for organizational management and service delivery
- Recruit, interview and select staff that have the right skills to help further RRCI's mission.
- Ensure all staff receive appropriate training
- Ensure all proper personnel legal procedures are followed
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conduct an annual performance review

Physical Demands:

- Sitting for long periods of time
- Using computer monitor and keyboards, as well as a telephone headset, for long periods of time
- Travel to various community offices as necessary
- Make outreach visits to locations where individuals with disabilities may be contacted
- Attend various outreach and community education events

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-discrimination: RRCI does not discriminate against employees or potential employees and is an equal opportunity employer with regard to the gender, age, disability, ethnicity, race, religious beliefs, or sexual orientation of individuals.