

<b>Job Title:</b> Executive Director	<b>Position Number:</b> ADM900
<b>Reports to:</b> Board of Directors	<b>Non-exempt</b> <b>Exempt X</b> Exempt under COMPS Owners/Proprietors
<b>Hours &amp; Payrate:</b> As per contract	<b>Benefits:</b> As per contract.
<b>Wage Differential based on:</b> (check only one) <input type="checkbox"/> Seniority <input type="checkbox"/> Education/Experience <input type="checkbox"/> Travel	

**PURPOSE:** The Executive Director serves as a champion for people with disabilities who receive services from Community Options and similar services throughout the state of Colorado. He/she has overall strategic and operational responsibility for Community Options, Inc. (COI) administration, programs, expansion and execution of its mission as a rural Community Centered Board (CCB), Case Management Agency (CMA) and Program Approved Service Agency (PASA). The Executive Director shall have full authority and responsibility, subject the general direction and control of COI's Board of Directors and subject to all applicable state, local and federal laws, for administering and overseeing the policies and affairs of the agency in all respects.

**QUALIFICATIONS:**

- Masters degree in administration, human services or a related field; plus five years experience in human services preferably in the field of intellectual/developmental disabilities (IDD) and at least three of which are in administration; OR a bachelors degree in administration, human services or related field plus seven years of experience in human services, preferably in IDD, and at least three years of which are in administration.
- Must have a passion to provide superior services to people with intellectual/developmental disabilities and have an appreciation of the person-centered philosophy and objectives of services provided to people with intellectual/developmental disabilities.
- Previous success in establishing relationships with organizations of influence including funders, government officials and partner agencies.
- Possess strong written and verbal communication skills; be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Must be willing to travel statewide on a regular basis and nationally as needed.
- Valid Colorado Drivers' license with acceptable driving record and acceptable background checks.

**ESSENTIAL FUNCTIONS**

**LEADERSHIP & STRATEGIC THINKING:**

- Provide high level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the people who receive services, their families, staff, donors and the community at large.
- Responsible for strategic planning to ensure that Community Options can successfully fulfill its mission into the future.
- Develop, lead and retain Community Options high-performance administrative team.
- Serve as Community Option's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Community Option's mission and values.
- Develop and maintain positive relationships with elected officials on a local, state and national level.
- In concert with the board of directors, fulfills fund raising responsibilities by;
  - advancing fundraising activities through excellent donor relations skills and understanding of the funding community.
  - maintaining familiarity with and a willingness to undertake duties related to public relations, fund raising, business management and community organization;
  - utilizing strong public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
  - expansion of local revenue generating and fundraising activities to support existing program operations
  - generating new revenue streams and improve overall financial results.

- Serve as a leader and advocate for people with disabilities locally, regionally and statewide by engaging in various committees through Alliance and other state directed activities.
- Develop and maintain on-going relationships with local and statewide legislators and governmental representatives and various legislative committees such as the Joint Budget Committee (JBC).

#### **ORGANIZATIONAL MISSION & STRATEGY:**

- Ensure ongoing local programmatic excellence, rigorous program evaluation and consistent quality of administration and finance, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals.
- Respectfully receives input from people receiving services, their families and advocates and integrates their needs, hopes and desires into program planning and overall agency direction. Conducts all focus groups and planning forums with people receiving services in the forefront of these activities.
- Works with the board, people receiving services and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Maintain familiarity with the various federal, state and local regulations which bear upon the activities of COI and make certain that the necessary licensing and certifications are in order and that all regulatory compliance is maintained.
- Responsible for the enhancement of Community Option's image by being active and visible in the community and by working closely with other professional, civic, local and state governments and private organizations.
- Responsible for planning, organization and direction of the organization's operations and programs.

#### **FINANCIAL PERFORMANCE & VIABILITY:**

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Directs the preparation of the annual operating budget for submission to the board of directors.
- Expends funds that conform with the budget approved by the board of directors.
- Initiates amendments to the annual budget, as needed, and obtain board approval prior to any adjustments.
- Meets with lending agencies, groups and individuals to explain needs of the agency and negotiate funding arrangements and requests.
- Along with the board of directors, develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of Community Options, to include submission to the board a proposed annual budget and monthly financial statements, which accurately reflects the financial condition of the organization.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- The Executive Director executes working agreements and Memorandums of Understandings (MOUs) with other agencies as necessary and appropriate to define the responsibilities of those working relationships.
- Maintain awareness of grant programs and submit applications to those appropriate to the development of COI programs.

#### **COMMUNITY RELATIONS:**

The Executive Director is responsible for conducting an active program of community relations by:

- maintaining appropriate liaison with representatives from all interested individuals and organizations in order to obtain their cooperation and to inform them of the needs and programs of COI.
- working with and supporting the efforts of other human service agencies and local governmental agencies.
- promoting and maintaining appropriate professional and ethical relationships in accordance with policies, rules and regulations.
- representing COI and the board of directors at various community and statewide functions.

#### **BOARD OF DIRECTORS:**

- Develop, maintain and support a strong board of directors; seek and build board involvement with strategic direction for ongoing local operations.
- Responsible for communicating effectively with the board and providing, in timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.
- Report to and work closely with the board of directors to seek their involvement in policy decisions, fundraising decisions and to increase the overall viability and visibility of the organization.

- Works closely with the board president, officers, and committees of the board of directors in all their functions.
- Reports regularly on all phases of COI programs.
- Serves as liaison between the board of directors and the staff and represents the interests of the staff to the board and the interests of the board to the staff.

**ADMINISTRATIVE TEAM:**

The Executive Director has responsibility for the supervision of all directors who make up the Administrative Team. In doing so, he/she is responsible to:

- recruit, hire, train and discharge staff for all COI director positions.
- collaborate with administrative staff in problem solving and strategic planning.
- delegate responsibility and offers support to directors for the operation of the various facilities and programs of COI.
- serves as a resource to directors in technical and administrative areas.

**Physical Demands/Environmental Conditions:** The physical demands described here are representative of those that must be met to perform the essential functions of this position. The office environment is generally quiet and requires sitting, hearing, listening, talking as well as repetitive hand motion. This position may exert up to 10 pounds and will often walk, stand, bend, lift and carrying light items, use various office equipment, push, pull or otherwise move objects about. The employee is regularly required to communicate clearly in oral and written formats and must be able to transcribe, read extensively, prepare and analyze data and figures.