

OPEN POSITION

DATE: July 6, 2017

JOB TITLE: Associate Executive Director

DEPARTMENT/PROGRAM: Administration

CATEGORY OF EMPLOYMENT/STATUS/CLASSIFICATION: Executive/ Exempt/ Full-time

JOB SUMMARY: Responsible for the oversight of all aspects of programs that provide services to adults and children with intellectual/ developmental disabilities. Provide supervision, guidance and mentoring to Program Directors and related staff. Ensure compliance with all accreditation/ regulatory entities (i.e.: childcare, adult services, camp, etc.). Monitor fiscal health of service programs and departments. Act as a liaison to all stakeholders and as an ambassador to community partners. Responsible for obtaining and maintaining program-based grants; seek/ obtain alternate funding sources to enhance service offerings. Partner with Executive Director in strategic and visionary planning, Participate in all Board meetings and cultivation efforts.

LOCATION: As per the need of the service; generally work is performed in the main office, program sites and in the community.

EDUCATION: Undergraduate degree in Social Work, Business Administration or related field required; Masters Degree preferred.

EXPERIENCE/TRAINING: Proven track record of progressive experience in similar organizations-preferably from some form of direct care/ support through to supervisory roles in a social service, nonprofit and/or service delivery field. Prior fee for service, senior management/ executive level experience preferred. Knowledge of related agencies, programs (serving children and adults), and applicable service requirements and standards required. Must have experience in financial management and reporting as well as knowledge of basic business models.

SALARY RANGE: As per Agency salary guide.

RESPOND BY: July 21, 2017

In-house applicants should direct a letter of intent/ resume to the Director of Human Resources. External applicants should submit a resume to the Director of Human Resources at:

christinaf@thearcofsomerset.org.

EQUAL OPPORTUNITY EMPLOYER