

## The Arc of Cape May County, Inc.

### Available Position

We are seeking an Executive Director with a passion for our mission and compassion for the people we serve, one who has visionary leadership, is a confident and natural communicator, and who can strengthen the agency's finances while meeting the mission of the agency.

**Position Summary:** Under the guidance of the Board of Directors, the Executive Director acts as the strategic leader and administrative officer of the agency. This position promotes, articulates and models the philosophy, mission and vision of The Arc. This position is expected to exercise a high degree of creativity in problem solving; be a change agent; and provide direct and personal involvement with people supported, families, staff members and membership.

### **Essential Functions:**

#### **Leadership and Board Engagement**

1. Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs;
2. Work collaboratively with the Board of Directors in leading the transformation of the agency from its current state to a more mature organization capable of delivering on its long term vision; ensure that agency fiscal, operations, fundraising, marketing, human resource, technology and programmatic strategies are effectively implemented across all segments of the organization;
3. Help build a diverse and inclusive Board which is representative of the community, is highly engaged and willing to leverage and secure resources.

#### **Management and Operations**

1. To develop, maintain and administer all agency program activities, procedures and operations in accordance with the direction and policies set forth by the Board of Directors;
2. Have oversight and ultimate responsibility for all programs so as to ensure maximum benefits to people supported and community ensuring maximum integrity for the agency and its processes; review programs and services periodically and initiate and implement plans for potential agency expansion, modification or retrenchment based upon judgment and knowledge both of needs to be met and funding sources available;
3. Interview, select, train, supervise and evaluate Senior Director level staff; as well as indirect supervision of a workforce of nearly 225 employees;
4. Abide by, maintain a working knowledge of, and ensure compliance of funding source policies, CMS, Americans with Disabilities Act, HIPAA, employment laws, federal/state/legislature concerning individuals with intellectual and developmental disabilities, various government entities and funding sources, fiscal management practices, business operations and human relations;
5. Be available on-call 24 hours, 7 days a week for program/people supported/agency needs as the situation dictates;
6. Provide direction for and oversight of Emergency Operations planning, implementation,

and actions taken during an event;

7. Preserve and protect the historic fabric and nature of the Joseph Falkinburge property and buildings in keeping with its present state within the recommended State and National historic registry site designation guidelines; seek additional forms of revenue to improve and restore compromised structures or mechanical features; maintain public interest in and value of historic sites through open access to interiors and natural surroundings;
8. Assure that a proper plan is in place to develop and promote staff into senior positions including the Executive Directors; E.D. replacements should be clear on both an emergency and long-term basis.

### **Budgeting and Financial Management**

1. Assume ultimate responsibility for securing the funding necessary to support the current and future operations of the agency; exercise control over budgetary matters to ensure the organization meets its financial objectives; ensure proper use, reporting and accountability of funds to the Board of Directors, governmental agencies and other funding sources;
2. In cooperation with the Finance Director, develop annual operating and capital budgets for review and consideration by the Board of Directors;
3. In collaboration with the Board of Directors, formulate and execute comprehensive development strategies that will meet evolving budgetary needs; monitor progress and effectiveness of fundraising activities; establishes, maintains, and cultivates relationships with donors, foundations, and other resources to support the organization's mission and vision; oversee fund raising through grants, public and private resources.

### **Strategic Planning and Continuous Quality Improvement**

1. Prime driver in the implementation of the current agency Strategic Plan in concert with the Board of Directors, and in the development and implementation of future Strategic Plans;
2. Support the operations and administration of the Board of Directors by advising and informing board members, recommending policy and providing clear and accurate reports required for the board to effectively monitor and adopt the operations, policies and procedures of the organization;
3. Prioritize and complete assignments delegated by the Board of Directors; participate in the development of and presentation to the board of the annual agency budget for the ensuing fiscal year; to act as advisor to the Board as an ex-officio member of all committees;
4. Maintain a Compliance and Continuous Quality Improvement Plan to achieve and maintain high standards in agency operations;
5. Maintain Council on Quality and Leadership (CQL) international accreditation and continue to increase the quality of life for people supported by utilizing Basic Assurances, Shared Values and Personal Outcome Measures with a goal toward person-centered excellence;
6. Provide outcome measures and trend reports for financial stability and continuous quality improvement to ensure historical information is available for current and future planning.

### **Team Process and Collaboration**

1. Provide opportunities for increasing community understanding of The Arc's mission; cultivate effective relationships among community and business leaders, public officials, professional organizations, government, donors and constituents;
2. Collaborates and communicates with team members, professionals, medical and clinical providers, stakeholders, community partners, family members, guardians, supervisors and coworkers to ensure ongoing engagement and cooperation with the service delivery model;

3. Interface with The Arc of the United States, The Arc of New Jersey and other related advocacy organizations in line with the philosophy of The Arc in the promotion of legislation and/or regulation that will enhance the services and supports for individuals with a disability; participate in local, regional and national activities relevant to the practice of The Arc;
4. Maintain an updated professional awareness through attendance at seminars, conferences, and professional association meetings;
5. Cooperates with The Arc and the Department of Human Services, DVR, CMS and any other State or other regulating agencies in any inspection or investigation;
6. Acts as a role model for individuals served, agency employees and community partners and demonstrates a positive image to ensure community inclusion and engagement;
7. Follows agency policies and procedures;
8. Completes all other duties as assigned by the Board of Directors.

**Bona Fide Occupational Competencies:**

- Bachelor's Degree or Master's degree, at least ten years of senior management experience in business or non-profit administration and social services;
- Must be able to provide specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth and through industry changes;
- Excellence in organizational management with the ability to lead staff and develop high-performance teams, set and achieve strategic objectives, and strong fiscal management;
- Past success working with a Board of Directors;
- Strong fundraising experience with the ability to engage a wide range of stakeholders;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning, proven success in leadership and advocacy roles;
- Experience in the field of developmental disabilities and especially CMS operating environment;
- Commitment to quality programs and data-driven program evaluation;
- Current driver's license valid in the state of New Jersey and driving record acceptable to insurance and regulatory requirements;
- Must be able to follow and use agency electronic data base and recordkeeping systems;
- Must be willing and able to work a flexible schedule for representation at community events;
- Must agree to submit to a background check;
- Must agree to have name checked against the *Central Registry of Offenders Against Individuals with Developmental Disabilities*.

Please email resume', by October 5<sup>th</sup>, to Brian Sacco, Human Resources Director, The Arc of Cape May County, [brian@arcofcapemay.org](mailto:brian@arcofcapemay.org)

609-861-7100 x128 [www.arcofcapemay.org](http://www.arcofcapemay.org)

The Arc of Cape May County is an equal opportunity employer.

