



POSITION DESCRIPTION

The Arc Volusia Executive Director

Organization

Founded in 1962, The Arc of Volusia(Arc) is a \$2 million organization supporting 250 clients with its mission to provide the opportunity for hope, growth, and change to people with intellectual and developmental disabilities within Volusia and the surrounding Counties. The Arc is an Equal Opportunity Employer. For more information, please visit www.ARCVOLUSIA.org/careers

Position

Directly responsible to the Board of Directors and serving at the board's pleasure, the Executive Director (ED) as chief administrator will have operational responsibility for the Arc of Volusia's staff, programs, expansion, and execution of its vision, mission and funding priorities. S/he will develop deep knowledge of field, core programs, operations, and business plans of the Arc.

Responsibilities

Leadership & Management:

- Responsible for personnel and financial oversight of organization as well as government mandated compliance reviews
- Ensure ongoing programmatic excellence, rigorous data-driven program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize the Arc's Nonprofit volunteers, board members, event committees, alumni, partnering organizations, clients, parents, guardians and caregivers and funders through continuous proactive leadership
- Support a strong Board of Directors: serve as liaison for each committee, timely communicate with board members, facilitate board involvement, and maintain local, state and national initiatives
- Lead, coach, develop and retain the Arc's staff and management team. Develop and administer systems to track progress both financial and programmatic, and evaluate program components, personnel policies and finance policies so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Serve as daily and organizational signing authority per policy guidelines
- Must oversee two distinct geographically located campuses and travel regularly between the two locations



Fundraising & Communications:

- Serve as spokesperson for the Arc of Volusia
- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion when necessary
- Create stronger brand awareness through the use of diverse communications and technology mediums
- Use external presence and relationships with potential funders, political and community leaders to garner new opportunities to promote the Arc's mission

Qualifications

The Executive Director will be thoroughly committed to the Arc's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree from an accredited college or university with at least 5 years of senior management or leadership experience working with individuals with intellectual developmental disabilities or related field will be considered, but is not essential.
- A passion for working with individuals with Intellectual and developmental disabilities and community engagement
- Ability to work effectively in collaboration with diverse groups of people
- Commitment to quality programs, data-driven program evaluation and innovation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, implement personnel policies and manage a budget
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills, must also be computer proficient with a working knowledge of MS Office Suite applications.
- Candidate must pass a State of Florida level 2 background screening and must possess a valid driver's license and be able to be insured by the company's insurance carrier
- The Arc's normal operating hours are from 8am through 4pm Monday through Friday. The Executive Director will also be expected to attend early morning, evening and weekend Arc related commitments periodically.

How to Apply:

Send Résumé & Cover Letter explaining your interest in the position and background to m.sanders@arcvolusia.org or mail to: The Arc Volusia, 100 Jimmy Huger Circle, Daytona Beach, FL 32117

