

The Arc North Florida Hiring a Professional Administrator

Position Overview

Looking for an Executive Director to lead our five-county organization into its next phase of growth and impact. The Executive Director will provide overall leadership, direction, program oversight, financial stewardship, fundraising, and staff/community relations.

Qualifications:

Bachelor's degree in business administration, Social Work, Education, Psychology or related field, or 8 years' experience in the field of IDD (Intellectual, or Developmental Disabilities) in lieu of the bachelor's degree and a minimum of 5 years of leadership and supervision experience, with 3 years in an executive or senior management role in the field of IDD.

What We Offer:

Competitive salary and benefits package, with a salary Range of \$70,000 to \$90,000.

How to Apply:

Please submit your resume, cover letter, and three references to 511 Goldkist Blvd SW Live Oak, Florida 32064 Attention: Tricia Williams (ref: ED Position) or Email TWilliams@arcnfl.com. If you have questions, please call Tricia at (386) 362-7143 Ex 2. Deadline to apply is November 10, 2025.

In your cover letter, tell us why you're passionate about applying for this position and how your experience aligns with this role.