

## **Executive Director**

Eastern NC Center for Independent Living, Inc. (ENC-CIL)

DBA: Disability Advocates & Resource Center (DARC) (Non-Profit)

### **Mission**

To promote the philosophy of independent living, to connect individuals with services, and work to create an accessible community, so that people with disabilities can have control over their lives and full access to the communities in which they live.

**POSITION TITLE:** Executive Director

**TYPE:** Full-Time; Exempt

**LOCATION:** Greenville, NC 27834

**HOURS:** Office Hour 8 AM – 5 PM

**TRAINING:** Training will be provided

**SALARY:** Compensation commensurate with background and experience.

### **JOB DESCRIPTION:**

The Executive Director is responsible for the administration and overall functioning of all aspects of the center, including fiscal, personnel, and programmatic. The Executive Director works with the Board of Directors to develop center policies and short/long range plans and is responsible for their implementation. The Executive Director will ensure compliance with all the contractual obligations of the center. The Executive Director represents the center with state and local policy makers and administrators.

### **QUALIFICATIONS:**

- B.S. or master's degree in human services Field or Business Management or in the process of completing the degree requirements. Accumulated courses in supervision or management may be accepted in the absence of a degree.
- Knowledge of independent living movement, philosophy, and major disability rights issues.
- Experience working at a center for Independent Living or Grass Roots disability advocacy organization, minimum of one-year experience.
- Experience as a manager within a nonprofit organization advocating for persons with disabilities.
- Minimum of two years' experience in developing budgets and accounting procedures using QuickBooks accounting system.

- Minimum of two years knowledge and experience working with county, state, and federal agencies (i.e., Dept. Social Security, Medicaid, Social Security, Dept. of Veterans Affairs, and Education Systems).
- Knowledge of federal and state legislative processes as it relates to persons with disabilities.
- Excellent written and verbal communication skills.
- Working knowledge of computers, and Microsoft Office Programs (i.e. Office, Word, Excel, PowerPoint).
- Experience in Payroll Accounting and Human Services.

**RESPONSIBILITIES AND DUTIES** *include, but are not limited to:*

- Delegation of responsibilities and supervision of personnel.
- Maintain compliance of administration for Community Living and other grants/income sources.
- Develop and negotiate contracts, grants, marketing, and promotions with the public and private sources.
- Develop, plan, budget, staff, implement, and evaluate the center's programs.
- Organizational leadership, financial/fiscal management, and general administration of DARC.
- Coordinate long and short-term planning for DARC.
- Serve in agencies, or on boards and councils in the service area.
- Report to the Governing Board monthly.
- Prepare reports as required.
- Assist with coordinating/collaborating with other service agencies and on other special events.

Please submit cover letter and resume via email to [terencethompson74@gmail.com](mailto:terencethompson74@gmail.com)

**Deadline to apply – Open until Filled**

*\*\* Disability Advocates & Resource Center (Greenville, NC) is an equal opportunity employer. All qualified minorities, women, and persons with disabilities are encouraged to apply.*