

**Arc of Westchester
Executive Director
Job Description**

Background:

Arc of Westchester (Arc) is the largest agency in Westchester County supporting children, teens and adults with intellectual and developmental disabilities (I/DD), including individuals with Down syndrome, cerebral palsy, on the autism spectrum, and their families. Serving over 2,000 individuals throughout the county, Arc offers innovative programs and services aimed at fostering independence, personal enrichment and integration into community life.

Established in 1949 as a day school for children with developmental disabilities, Arc's mission emphasizes empowering children, teens and adults to achieve their potential by strengthening families, and encouraging personal choices, abilities and interests. Arc is a pioneer in providing innovative, community-based services to its clients and operates many facilities throughout the county with a staff of over 850 employees.

Arc offers a full range of services including the Children's School for Early Development, Day Services, Transition Services, Career and Employment, Residential Services, Family Support, and Guardianship services. These services are provided through over 50 community-based locations, including both Arc owned and leased located throughout Westchester County. As part of these, Arc provides a range of evaluation, therapy and other specialized services in order to best serve the individual's needs.

Arc of Westchester is a chapter of NYSARC, Inc., the statewide organization providing advocacy, information, direction and services to individuals with intellectual and developmental disabilities as well as their families. With 48 chapters across the state, NYSARC serves as the coordinating agency for its membership in Albany. NYSARC is also a chapter of Arc of the U.S., the largest national organization serving and advocating for individuals with intellectual developmental disabilities. Arc of Westchester further holds accreditation for CQL, Standards for Excellence, and the Green Business Certificate. Arc leadership maintains a valuable role on the Business Council of Westchester, a critical link for the agency in the community.

The Position:

Arc is seeking a dynamic, inspirational and compassionate person as its next Executive Director, replacing its longtime and highly respected leader Richard Swierat. Reporting to the Board of Directors, the Executive Director will be responsible for overseeing and managing the day-to-day activities of the organization. He or she will work closely with the Board to develop the strategic direction of the organization, will be responsible to funders and help expand fundraising through its Foundation, and provide overall leadership and support to the many hardworking employees. The position of Executive Director is a critical, visible position requiring strong management experience, business and financial acumen, demonstrated

fundraising ability, and a successful track record of working with government and nonprofit organizations providing social services.

The Executive Director must be a highly intelligent self-starter who shares the Board's commitment to the Agency's core mission. He or she must have the power and presence to advocate successfully and passionately on behalf of Arc's individuals and families in the public and private sectors. In addition, the Executive Director should be highly knowledgeable, flexible and entrepreneurial in dealing with the challenges of changes in the delivery of services and government priorities and have the ability to adapt to change as needed to foster the growth of the organization. The Executive Director should also have the experience and knowledge of the unique issues that affect individuals with I/DD and their families and caregivers.

Excellent interpersonal, communication and negotiation skills are critical. The Executive Director must be comfortable and tactful in communicating with the individuals who receive services from the Arc and the families as well as corporate executives, local business leaders, elected officials, public agency administrators, school district leaders and the community. He or she must be able to work closely with the Board and staff in a transparent, honest fashion that promotes inclusiveness, cooperation and teamwork. In addition, he or she will be bright, diplomatic, analytical, creative, of the highest integrity, and possess sound judgment as well as a sense of humor and humility, and compassion.

The Executive Director must also work collaboratively with the Arc Foundation and Board, the fundraising arm of the Agency to set priorities, help identify funding sources and to secure additional sources of revenue for the agency.

Major Responsibilities:

Management and Administration:

- Responsible for providing effective management that of Arc's supports, services, divisions and departments consistent with its mission, philosophy, and values
- Develops a comprehensive management system to ensure efficient planning, monitoring, implementation and evaluation of Arc's programs, services and supports.
- Provides direction and leadership toward the achievement of the organization's philosophy, missions, strategy and its annual goals.
- Serves as an advocate for the Agency and the individuals it serves in the community and in the state.
- Analyzes programs, services and organizational systems to improve operations and ensure quality of care.
- Organizes and manages work to achieve results and tracks performance to ensure problems are detected early or prevented entirely.

- Effectively manages and provides leadership of the organization's human resources according to authorized personnel practices and procedures that fully conform to current laws and regulations.
- Evaluates work of staff, makes staff advancement or terminations and ensures preparation of annual evaluation of work performance for each staff member.
- Through the Training Department, ensures staff development efforts to increase staff skills and knowledge.
- Formulates policies, procedures and planning recommendations and presents them to the Board for approval.
- Coordinates Arc's team to ensure licensure and accreditation of programs, services and operations.
- Serves as Arc's lead contract officer to negotiate contracts, leases, agreements and authorizes major purchases.
- Plans, organizes, controls and evaluates functions of the Agency.
- Shows an understanding of different cultures in dealing with individuals and families.

Financial Management

- In conjunction with the COO, CFO, and the Budget & Finance Committee, develops the organization's annual operating and capital budgets which are presented to the Board of Directors for approval.
- Implements the approved operating/capital budgets and ensures expenditures and revenues are reported in accordance with accepted accounting standards (through the CFO).
- Provides overall control and direction for all funding and maintains relationships with funding sources.
- Ensures adequate system of financial accounting and controls in accordance with standards of accounting for nonprofits/state agencies and NYSARC.
- Develops and recommends programs that will ensure Agency's financial viability.
- Provides leadership for all approved efforts relating to Agency funding.
- Provides overall control, direction and evaluation of physical assets of the Agency.
- Works with Westchester Arc's Foundation to identify funding priorities.

Board Relations

- Supports operations of Board by advising and informing Board members, interfacing between Board and staff, and serving as an advisor on various Board committees.
- Keeps Board of Directors informed on any issues that affect programs.
- Works closely with all Board committees and provides reports, information, support and resources as needed.
- Assists the Board in providing orientation to new Board members.
- Attends all regular Board and Executive Committee meetings.
- Acts as an agent of Board as designated.

- Works closely with committees in developing sound organizational policies, providing such information as may be required, and bringing to the Board's attention any matters requiring policy decision, clarification or revision.
- Assumes other duties which may be assigned by the Board of Directors.

Community Relations and Public Education

- Initiates, maintains, and enhances community relations through advocacy with local, state, and national agencies, organizations, schools, government officials, business leaders and NYSARC on matters affecting Arc and advocacy for individuals with I/DD.
- Through the Executive Director of the Arc of Westchester Foundation-oversees the Development/Fundraising planning and implementation for Arc programs and serves as an active participant in grant development opportunities.
- Identifies resources requirements, researches funding sources and assists in the development of strategies to approach funders and submit proposals.
- In cooperation with the Executive Director of the Arc of Westchester Foundation, provides support for grant/foundation presentations.
- Supports the Arc of Westchester Foundation with seeking corporate sponsors and donors and collaborates with Arc's Foundation to develop and strengthen donors to support the agency's mission and provide operating support.
- Serves on a variety of NYSARC, Arc of the US, nonprofit/government boards/committees/ workgroups representing Arc of Westchester and the people supported by the Agency.
- Advocates for public policy supporting providers, people with intellectual and developmental disabilities and their families.
- Assists committees of the agency in cooperating with other organizations/agencies of the community in order to make the best use of existing programs and services for individuals with I/DD.
- Participates in community planning for individuals with I/DD through memberships in professional organizations, interdepartmental, or agency committees.
- Serves as liaison to help coordinate effective and smooth relationships between national, state and local units of the Arc family.
- Promotes and maintains working relationships with public officials, agency administrators and other personnel involved in direct or indirect services to individuals with I/DD.

Program Development and Planning

- Develops services that meet the community's needs.
- Implements new programs and services for the community.
- Evaluates service provided in relation to goals and objectives.
- Makes referrals for services to other agencies as may be indicated.

- Assists in the planning of annual and other meetings, workshops or conventions.
- Maintains a clearinghouse of up-to-date information on intellectual and other developmental disorders.
- Participates in special studies, projects, research activities or such other activities as may be considered beneficial by the Board of Directors.
- Develops plans for further expansion or modification of programs and services of Agency.
- Maintains active and continuing leadership in all projects and services of the Agency and provides direction, coordination and supervision as indicated by goals and policies of the Agency.

Additional Responsibilities

- Conducts staff and management meetings on a regular basis to ensure the dissemination of information.
- Attends family and membership meetings to discuss Arc's services and programs and to enhance communications among staff, Board, families and individuals served.
- Participates in staff development and training programs.
- Makes appointments to various Arc operating and non-Board committees/workgroups.

Minimum Educational and Experience Requirements

- Master's degree in business/management, finance and /or health and human services is required.
- Experience should include at least ten (10) years of increasingly responsible executive management experience including, but not limited to the following critical areas: strategic leadership, financial management, and organizational resourcing experience, preferably in a community action agency or similar agency supporting people with I/DD.
- Management experience with specialized background in planning, budgeting, programming, procurement, management and technical expertise in administering federal and state grant funding.
- Knowledge of New York OPWDD, SED, Department of Health and other regulatory agencies' laws and regulations.
- Awareness of the Arc community.

All positions at Arc of Westchester are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

Salary is commensurate with experience. For more information about the ARC of Westchester please visit their website at <http://www.arcwestchester.org>.

To Apply:

Arc of Westchester has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations and applications may be directed in confidence to:

Jack Lusk, Managing Partner
or
Dr. Jane Herzog
122 East 42nd Street, Suite 3605
New York, NY 10168

jlusk@harrisrand.com
jherzog@harrisrand.com

Please put the words "Arc ED" in the subject line of your e-mailed application.