



Executive Director

Organization Description:

Founded in 1989, SPARC (Special Programs and Resource Connections), Inc. is a 501 (c)(3) not-for-profit organization that is committed to providing social, recreation, and therapeutic services to children, teens, and adults with developmental disabilities living in Westchester County and the surrounded areas.

SPARC's mission is to enhance the lives of people with developmental disabilities through high-quality therapeutic recreation activities. Participants work on skill development in a nurturing social community that does not otherwise exist in their lives.

SPARC's services and programs are designed to maximize the potential of each individual, providing them with opportunities to become independent, gain confidence and to live a meaningful and productive life.

To learn more about SPARC, visit www.sparcinc.org.

Position Summary:

SPARC, Inc. seeks a dynamic and experienced leader who will work closely with the Board of Directors and the management team to move forward the strategic plan and lead the organization into its next phase of growth and impact. The Executive Director will be responsible for providing visionary leadership, strategic planning, and effective management of all aspects of the organization, including programs, operations, fundraising, and community engagement.

The successful candidate will foster a culture that is supportive, collaborative and continue to advance the DEI initiatives of the organization.

Responsibilities:

Leadership and Strategic Vision: Develop and articulate a clear strategic vision for the organization, in collaboration with the Board of Directors that aligns with our mission and values.

Fundraising and Development: Lead fundraising efforts, including grant writing, donor cultivation, and the execution of fundraising campaigns. Work closely with the grant writer to prepare LOI's applications, and reports.

Program Management: Oversee the planning, implementation, and evaluation of our programs to ensure they are effectively meeting SPARC's mission and goals.

Operations, Financial Management, and Compliance: Manage day-to-day operations, including budgeting, financial management, and compliance with all relevant laws and regulations. Directly supervise and lead the SPARC administrative team. Process intakes and ensure compliance of delivery services to SPARC participants. In collaboration with the accounting department, oversee yearly financial audits, monthly financial

reports/statements, and establish organization and program budgets. Ensure the financial stability of the organization.

Board Engagement: Collaborate with current Board of Directors and established Committees to engage their expertise and support in strategic decision-making and governance. Provide the Board of Directors reports on organizational operations and financial results. Identify and recruit potential board members to grow and diversify the Board of Directors.

Community Engagement: Cultivate and continue to maintain strong relationships with community partners, stakeholders, and volunteers to advance our mission and increase community support. Serve as the public face of the organization.

Human Resource and Staff Development: Lead, mentor, and inspire a dedicated team, fostering a culture of collaboration, diversity and innovation. Recruit, interview, hire, onboard and provide training to staff members. Ensure implementation of rules and policies set forth by state and federal regulations.

Qualifications / Skills:

- Bachelor's Degree in Nonprofit Management, Business Management, Public Administration, Special Education, Recreation Therapy or related field (Master's Degree preferred)
- Proven experience in nonprofit leadership, including a minimum of 5 years in an executive or senior management role.
- Previous experience overseeing programs serving individuals with developmental disabilities. Knowledge of OPWDD and related government systems a plus.
- Strong interpersonal and presentation skills. Able to communicate effectively and professionally with families, participants, and key stakeholders.
- Strong fundraising skills, including grant writing, donor cultivation, and event planning.
- Exceptional strategic thinking and planning abilities.
- Demonstrated success in program development and management.
- Budgeting and financial management experience.
- Strong work ethic, a sense of humor and integrity
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Commitment to our organization's mission and values.

Compensation: SPARC offers a generous compensation package with a salary range of \$115,000 – \$130,000. Additional benefits include: Health, Dental and Vision coverage; 403(b) retirement plan; flexible paid time off that includes 4 weeks of vacation, 6 sick days, 3 personal days and 12 holidays.

SPARC, Inc. is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.

How to apply: Please send your application to boardpresident@sparcinc.org with cover letter and resume.