

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR, THE ARC IN JEFFERSON COUNTY LAKEWOOD, COLORADO

Who We Are: The mission of The Arc in Jefferson County is to provide leadership in addressing the choices and needs of individuals with developmental disabilities and their families, while safeguarding the rights of individuals with developmental disabilities, facilitating choices, and promoting independence and inclusion in community life.

The Arc in Jefferson County is a membership organization formed in 1961 that serves individuals with cognitive, intellectual and other developmental disabilities and their families in Jefferson, Clear Creek and Gilpin counties. We are affiliated with The Arc of Colorado and The Arc of the United States and are governed by a 14-member board of directors.

What We Do: The Arc in Jefferson County provides advocacy, support, leadership, and training for people with developmental disabilities and their families. We build better lives for persons with intellectual and developmental disabilities and their families by improving connections to schools, work and the community. We do this by:

- Empowering people with developmental disabilities and their families with the information and skills they need to ensure choice and self-determination in how they live, learn, work, worship and play;
- Influencing public policy to ensure the necessary supports and services are in place for persons with intellectual and developmental disabilities to have a common life;
- Increasing public awareness of the rights and needs of persons with intellectual and developmental disabilities;
- Collaborating with national, state and local organizations sharing the same values.

Where We Are Going: While much has been accomplished in our 48-year history, The Arc in Jefferson County is still growing and learning. During the past year, our emphasis has been on strengthening our infrastructure and our board of directors, and expanding our fundraising. At the core of our work is the belief in choice and self-determination for all people.

We are seeking a courageous and experienced leader who is passionate about our mission – and who can build on our strengths and help the organization continue to grow and improve.

The right candidate will be a proven leader who is highly motivated, flexible, innovative, and resourceful. A solution builder who enjoys challenges and problem-solving, and who values collaboration, will find kindred spirits among the staff and board of the organization.

The next executive director will have demonstrated success in developing a board into a high-performing team of leaders and fundraisers; will have a diverse and expansive network within the Denver and Colorado community; and will be able to balance the details of day-to-day management with achieving long-term goals.

What We Are Looking For:

- Highly preferred: Previous work experience in a leadership position at a nonprofit organization
- A proven fundraiser who really enjoys the process of raising money and has demonstrated the ability to cultivate and steward relationships with individual and institutional donors, and has had success with a variety of fundraising strategies, including special events, grant writing, major gifts solicitation, and annual campaigns
- Financial management skills, including the ability to create, monitor and analyze budgets and financial statements – and use financial information to inform program decisions
- Someone with knowledge of and experience in advocacy and legislative work as it pertains to people with developmental disabilities
- A staff leader with an inclusive style, who has successfully managed, evaluated and motivated staff
- Excellent written and oral communication skills – including being a great listener

- A sense of humor and ability to “roll with the punches”
- Experience in public speaking and presentations with a polished and professional style
- Superior organizational and interpersonal skills
- Minimum of 5 years management/supervisory experience
- Education: Bachelor’s degree or higher

Compensation: Salary range of \$65,000-\$80,000 commensurate with experience and qualifications

Please submit your cover letter (addressing how you meet the above qualifications and including salary history) and resume, via e-mail, by January 11, 2010, to our search consultant at applicationED@gmail.com

For more information about The Arc in Jefferson County, please visit <http://www.arcjc.org/>