



Position Announcement-August 2024
EXECUTIVE DIRECTOR
The Arc of Northeastern Pennsylvania
Scranton, Pennsylvania

Our Vision:

People with intellectual and developmental disabilities are entitled to live full, self-determined and respected lives.

Our Mission:

The Arc promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

The Position

The Executive Director is the key management leader and is responsible for overseeing the administration of programs and services and implementation of the strategic plan of the organization. Other key duties include fiscal management, compliance, fundraising, and community outreach. The position is responsible to the President and the Board of Directors for the implementation of policies and services approved by the Board of Directors.

Ongoing Responsibilities

• **Organization Mission and Strategy:**

- Provides leadership, under the supervision of the Board of Directors, to ensure that the mission of The Arc of NEPA is fulfilled through programs, services, advocacy, and community outreach
- Communicates effectively and transparently with the Board of Directors and provides all information necessary for the Board to function properly and to make informed decisions
- Responsible for strategic planning to ensure that The Arc of NEPA can successfully fulfill its mission

• **Fiscal Performance and Viability:**

- Propose an annual budget to the Board of Directors and submit bi-monthly financial statements that accurately reflect the financial condition of The Arc of NEPA
- Responsible for fiscal management that anticipates operating within the approved budget and ensures maximum resource utilization and maintenance of The Arc of NEPA in a positive financial position
- Develops resources sufficient to ensure the financial health of The Arc of NEPA, including supervising grant writing activities

- **Organization Operations & Compliance:**
 - Effective administration of The Arc of NEPA's programs and services
 - Recruitment, supervision and retention of competent, qualified staff
 - Ensures that all organization processes and procedures comply with relevant laws, regulations and internal policies
 - Oversight of organization risk management and agreements with the Pennsylvania Department of Human Services, Office of Developmental Disabilities
- **Communications and Relationships:**
 - Effectively communicate with internal and external stakeholders
 - Serve as The Arc of NEPA's primary spokesperson to constituents, the media and the general public
 - Promote and maintain a positive working relationship with public officials, state and national Arc organizations, local foundations and various departments of federal, state, and local governments that have a regulatory and/or financial interest in The Arc of NEPA

Minimum Education and Job Experience Requirements

- A Master's Degree with three years of progressive experience as a Manager or Director; or
- A Bachelor's Degree with five years of progressive experience as a Manager or Director.

Preferred Qualifications

- Experience in administration of a non-profit agency, including program and service development, fiscal management, and human resources management.
- Experience with service provision and advocacy for individuals with intellectual and developmental disabilities.

Work Location

On-site at 115 Meadow Avenue, Scranton, Pennsylvania

Compensation

Salary range for this position is \$110-135k, commensurate with experience and other qualifications. The Arc offers a generous benefits package.

Application Process

Please send letter of application, resume, and list of three professional references to the Executive Search Committee at searchcommittee@thearcnepa.org. All questions regarding this position should be submitted to searchcommittee@thearcnepa.org; a committee member will respond. No inquiries or telephone calls should be made to The Arc itself.

Application Deadline: Review of applicants will begin as early as August 16, 2024. The position will remain open, and applications will be accepted and reviewed, until the position is filled.

For more information about our organization, please visit The Arc's webpage at www.thearcnepa.org.

The Arc of Northeastern Pennsylvania is an equal opportunity employer and is committed to recruiting a diverse pool of qualified candidates for the position. We do not discriminate against any employee or applicant because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry,

citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.