**Executive Director,**

**Alliance of Disability Advocates, Raleigh NC**

**About the position**

**Overview & Philosophy**

Alliance of Disability Advocates is an energetic and active advocate for the inclusion of people with disabilities in communities of their choice. The ideals of independent living and dignity of risk embrace every aspect of our work.  Alliance of Disability Advocates (ADA) employees are held to the highest standards of service delivery to provide people with disabilities seeking our assistance in our catchment area with the greatest support to achieve their goals.

**General Summary**

The Executive Director of ADA is a crucial position in ensuring the smooth functioning and efficiency of the organization. The responsibilities of the Executive Director include the primary functions of strategic planning, financial management, program management, and resource management. The Executive Director reports to the President of the Board of Directors. This is an exempt position.

**Essential functions with or without reasonable accommodation**

* Ability to travel
* Ability to interact with people with disabilities where they live, work or go to school
* Ability to occasionally work long hours and/or weekends
* Ability to communicate effectively
* Ability to manage and supervise the management team

**Responsibilities**

* Provide day-to-day supervision, direction, leadership, training and development for direct reports related to services consistent with ADA policies
* Develop staff training programs, i.e. in-service training and professional development
* Assist in implementation of reasonable accommodations
* Assist in documentation and investigation of consumer complaints
* Monitor and evaluate operational programs and service implementation of all ADA’s programs
* Analyze and evaluate data related to the work plan goals of assigned staff to ensure goal accomplishment and success
* Lead resource developments efforts which includes, but it not limited to grant writing, donor relations, and fee for service development
* Ensures that probationary and annual evaluations provide ADA staff with feedback on performance, future goals, and job sustainability
* Ensure the delivery of the highest quality of ADA’s services, maintaining data on competencies and service delivery
* Oversee the management of personnel to ensure ADA’s priorities are accomplished
* Perform any additional reasonable and lawful tasks assigned by the President/Chair of the Board of Directors
* Work efficiently and effectively with other employees at ADA
* Keep accurate time and effort records on AtlasHR
* Create an individualized training plan to meet personal development goals

**Requirements**

* High School Diploma or GED
* Lived experience with a disability or experience working with individuals with a disability
* Direct experience with or general knowledge of services and issues affecting individuals with disabilities
* Experience managing a non-profit organization
* Ability to effectively supervise and support direct report staff
* Ability to effectively communicate both orally and in writing
* Strong organizational skills and ability to prioritize tasks
* Demonstrates strategic thinking to help solve complex issues
* Effective communication skills
* Experience working collaboratively with team members
* Knowledge of basic computer skills (Word, Excel, Email, Internet)
* Willingness to travel and work evenings and weekends when necessary

**Competencies**

* Team Leadership
* Operational Excellence
* Decision Making
* Organizational Awareness
* Training Facilitation
* Initiative
* Teamwork
* Strategic/Critical Thinking
* Problem Solving/Analysis
* Customer Focus
* Communication Proficiency
* Tech Literacy

*For more information contact:*

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**Organization:**

Alliance of Disability Advocates

**Location:**

Raleigh, NC

**Additional Info URL:**

[www.adanc.org](http://www.adanc.org)