



The Arc of Pennsylvania
301 Chestnut Street
Suite 403
Harrisburg, PA 17101

T 717-234-2621
www.thearcpa.org

To all interested candidates:

Please electronically submit a letter of introduction (including salary requirements), and a resume to: searchcommittee@thearcpa.org by **November 23** (Please note, only electronic submissions will be considered.)

POSITION DESCRIPTION - EXECUTIVE DIRECTOR Senior Management

Position Purpose: The Executive Director leads efforts with members, affiliates, volunteers and other stakeholders to carry out the mission, advance the goals and objectives, and implement the strategic plan of The Arc of Pennsylvania (The Arc of PA). The incumbent manages the internal operations of The Arc of Pennsylvania office and serves as staff to the Board of Directors.

Reporting Relationships: The Executive Director reports to the Board of Directors and is supervised primarily by the Board President and collectively by the Board's Executive Committee.

Essential Functions & Basic Duties:

1. The Executive Director keeps the President, the Executive Committee, and/or the Board of Directors abreast of important issues and concerns and seeks guidance and/or approval on important decisions.
2. The Executive Director works with the Board of Directors to ensure the following:
 - a. Appropriate and necessary personnel policies are developed, in place, and carried out.
 - b. Compliance with applicable laws governing non-profit corporations.
 - c. Full and appropriate planning and preparation for key organization events, including, but not limited to quarterly Board meetings.
 - d. Staff support for Board and committee meetings as assigned, including but not limited to the Executive committee, Finance committee, and Chapter Relations committee.
3. The Executive Director is responsible for managing The Arc of PA staff and ensuring efficient and effective day-to-day operations of the organization, which includes the following:
 - a. Personnel matters.
 - b. Office space, supplies, furniture, and equipment.
 - c. Telecommunications and technology.
 - d. Contracting for and management of outsourced services and functions.
 - e. Other related duties as assigned.
4. The Executive Director is responsible for managing the financial status of the organization and for maintaining the organization on a sound and compliant financial footing by:
 - a. Developing and proposing a balanced budget, seeking its approval by the Board of Directors, and carrying out the strategic plan and office functions within the approved budget.
 - b. Growing and diversifying income through contracts, grants, foundations, chapter dues, and donations, while recognizing The Arc of Pennsylvania's local chapter interests.

- c. Ensuring that basic bookkeeping and record keeping are performed in accordance with all relevant federal, state, and local rules and consistent with not-for-profit best practices.
 - d. Ensuring the timely filing of all required federal and state reports, including, but not limited to tax returns and lobbying disclosure reports.
 - e. Controlling disbursement of organization funds.
 - f. Overseeing the organization's bank accounts and investment portfolio and working with the Board's designated financial advisor to ensure sufficient liquidity for day-to-day operations while optimizing investment returns consistent with the organization's approved investment policy.
 - g. Contracting for and supporting the completion of annual financial audits.
5. The Executive Director is responsible for leading effective government relations for The Arc of Pennsylvania in terms of the organization, its members, and its constituency. The Executive Director is responsible for statewide systems advocacy, as well as individual and family advocacy when no local chapter exists or when it is done in collaboration with the appropriate local Arc chapter. This includes the following:
- a. Developing positive relationships with legislators, public policy makers, and other disability-related stakeholders and organizations, which include communicating with each in terms of issues, concerns, and positive feedback.
 - b. Monitoring and influencing legislation, regulation, and policy affecting the organization, its members, and its constituency.
 - c. Working with committees and local Arc chapters of The Arc of Pennsylvania for purposes of soliciting feedback on issues, communicating with members and other constituencies on relevant matters, and developing and implementing strategies to affect positive change within the public sector.
 - d. Creates an environment for honest and open discussion of all issues, even controversial ones.
6. The Executive Director is responsible for responding to press/media inquiries and promoting a positive public image for The Arc of Pennsylvania through marketing and other strategies. To the extent practical, the Executive Director should be proactive in terms of issuing press releases and/or seeking opportunities to use earned media to advance or achieve the priorities identified in The Arc of Pennsylvania's strategic plan.
7. The Executive Director is responsible for advancing positive chapter relations with The Arc chapters locally and The Arc of the United States, including periodic (electronic, written, and verbal) communication and the provision of any reasonable and appropriate assistance whenever feasible
8. The Executive Director is responsible for overseeing the programs and outreach of The Arc of PA. The Executive Director hires and supervises the leadership who manage the implementation and day-to-day operations including but not limited to specific projects that focus on inclusive education and customized employment Current programs are: Include Me (inclusion support for pre-kindergarten through high school), ADEPT (Arc Discovery Employment Transitions, employment services), PIE (Policy Information Exchange) and other programs. Oversight responsibilities include:
- a) Ensuring program and regulatory compliance for Dept. of Education, Office of Developmental Programs (ODP), and Office of Vocational Rehabilitation programs/services.
 - b) Providing updates to the Board of Directors.
 - c) Ensuring all ADEPT services are provided within the purview of the ADEPT Quality Management Plan.
 - d) Chairs the ADEPT Oversight Committee (which guides quality management, incident

- e) management, review of any restraint, and administrative oversight).
- e) Oversight of ADEPT Incident Management.
- f) Ensuring access of ODP certified investigators and make referral for incident investigation if needed.

Qualifications:

Education: Bachelor's Degree required in a public administration, business administration, social work, human services, or related discipline. Master's Degree in a relevant discipline preferred.

Required Knowledge: Personal or professional subject matter expertise in intellectual, developmental, and related disabilities, and substantial knowledge of two or more of the following: public policy-making process, government relations, organizational management and administration, or non-profit organization fundraising and development.

Experience Required: Five (5) years experience as the director or chief administrator of an organization, and eight (8) years experience in one of the "required knowledge" areas.

Special Requirement: Meet requirements of registering as a lobbyist in the Commonwealth. (For more information <https://www.ethics.pa.gov/Lobbying-Law/Pages/Lobbying-Regulations.aspx>).

Competencies:

1. Make Sound Decisions
 - a. Recognizes the broad, systemic implications of problems and issues.
 - b. Focuses on the crux of issues and identifies high-leverage intervention points and strategies.
 - c. Critically and logically evaluates the costs, risks, and benefits of alternatives before making decisions.
 - d. Makes decisions in the face of uncertainty.
2. Be Strategic
 - a. Develops responses to key environmental actions and threats.
 - b. Identifies and integrates organizational strategies to achieve and sustain influence and visibility.
 - c. Develops strategies that leverage the core capabilities and competencies of the organization.
3. Accountability/Optimize Execution
 - a. Uses key indicators, processes, and management systems to monitor the organization's performance against goals.
 - b. Addresses barriers to achieving results and sources of lagging performance.
 - c. Ensures accountability for achieving organization goals at multiple organizational levels.
 - d. Maintains operating effectiveness while simultaneously driving needed change.
4. Show Drive and Initiative
 - a. Establishes aggressive goals for the organization.
 - b. Gets results that have a clear, positive, and direct impact on organization performance.
 - c. Conveys a strong sense of urgency and drives issues to closure.
 - d. Manages focused, results-oriented meetings that achieve closure on key issues.
5. Develop/Support Organization Talent
 - a. Shapes roles and assignments in ways that leverage and develop people's capabilities.
 - b. Develops successors and talent pools to ensure availability of future talent.
 - c. Provides feedback, coaching, and guidance where appropriate to enhance others' skills

development.

- d. Identifies and attracts key individuals with the critical capabilities needed by the organization.

6. Ensure Collaboration

- a. Builds collaboration by establishing, communicating, and reinforcing shared values and norms.
- b. Promotes a culture of collaboration and teamwork across organizational boundaries.
- c. Removes organizational barriers to collaboration and teamwork.

Essential Job Skills Required:

- 1. Ability to travel to US destinations using private or public transportation.
- 2. Ability to prioritize and manage several projects at one time.
- 3. Ability to use a mobile communication device, a personal computer, and to effectively use standard Microsoft Office business applications.
- 4. Ability to communicate verbally, telephonically, and in writing, and to give public presentations in English.

**The Arc of Pennsylvania provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*