

The Arc of Washington County, Tennessee
Executive Director

The Executive Director supports The Arc of Washington County, a not-for-profit organization providing support and advocacy for individuals with intellectual and developmental disabilities and their families in Upper East Tennessee. The Executive Director works with a governing board and active board committees. This position focuses on community networking, public awareness, program development and administration, advocacy, chapter support, fundraising and administrative management.

The Executive Director is responsible for the successful leadership and management of the organization according to the mission, core values and strategic direction set by the Board of Directors.

The Arc administers programs including advocacy and public awareness with a budget of \$2.3 million and a staff of 34 full and part time employees, serving 840 clients.

QUALIFICATIONS

Education: Bachelor's degree with 10 years minimum experience; or a Master's degree

Experience: Minimum five (5) years successful experience in management and leadership in disability/advocacy services

Position requirements:

- Strategic planning, organizational development, and fiscal management skills
- Strengths in program development, management and evaluation
- Demonstrated ability to network and build relationships within the disability and non-profit communities
- Commitment to the core values and Mission of The Arc
- Strong oral and written communication skills, including public speaking skills
- Excellent advocacy skills in all public policy arenas
- Ability to effectively work with people with disabilities and their families; legislators and government officials; volunteers and agency professionals
- Demonstrated leadership skills
- Fundraising skills
- Strong interpersonal skills
- Excellent computer skills

Salary: Commensurate with experience

References: Provide 3 current reference letters

**Submit resume, reference letters and cover letter with salary requirements to: arc.ed.search@gmail.com.
Screening will begin immediately. The position will be open until filled.**

The Arc of Washington County values diversity and does not discriminate based on race, ethnicity, religion, gender, marital status, age, national origin, sexual orientation or disability.