



The Arc California
Position: Executive Director
12/16/16

Overview

The Arc California is seeking an energetic, self-motivated and experienced professional dedicated to the supports, services, civil rights, and protections for adults and children with intellectual and developmental disabilities in every facet of today's modern society. The State Director will lead a growing, vibrant and effective movement of people with intellectual and developmental disabilities (I/DD), their parents, siblings and family members, and the professionals and organizations that serve them, to promote and protect the civil rights of people with I/DD. The successful applicant will actively support inclusion and participation in their communities. The Arc California is charged with influencing and shaping public policy developments in the executive, legislative and judicial branches of government which affect people with I/DD; promote public awareness about their needs, issues and concerns; and encourage, assist and support the 21 local chapters of The Arc California and 11 affiliates of United Cerebral Palsy in California and the estimated 20,000 individual members of the network.

Position Summary

The Executive Director serves as the head and most visible advocate of the state's largest and oldest membership association representing people with I/DD, their families, and their service providers. Since 1950 The Arc California has fought to develop and maintain a robust quality service system for people with I/DD (e.g. Autism, Cerebral Palsy, Down syndrome, and similar disabilities) so that they might have the services and supports necessary to participate in all facets of society. The Arc California organizes its work to address a variety of topics such as Criminal Justice, Children & Families, Health, Housing, In Home Support Services (IHSS), Mental Health (MH), Americans with Disabilities Act (ADA), Special Education, Work, and other general developmental services issues. The Executive Director oversees the development and implementation of The Arc California's operational and policy strategic plan and serves as its chief fundraiser. Specifically, s/he is responsible for financial management and reporting, fundraising, program development and implementation, public policy and advocacy, managing staff and board development, and communications.

Responsibilities

Leadership

- Provide leadership and vision to this statewide organization and its partners.
- Represent and promote The Arc California to policy makers, opinion leaders, funders, the media and all other stakeholders.
- Work with the Board of Directors to develop and implement organizational strategic plans.
- Identify opportunities for collaboration with the Lanterman Coalition and other organizations.
- Expand and maintain The Arc California media presence in print, visual, radio, social media, and other internet spaces.

Fund Development and Finance Management

- Develop an annual budget and adopt controls to stay within budget.
- Oversee accounts payable and receivable, monthly financial reconciliations, tracking expenses to grants, etcetera.

Sustain and grow the organization's funding base as the chief fundraiser

- Identify opportunities for funding and contracts.
- Develop relationships with funders.
- Oversee Board's Development Committee.
- Author grant proposals.
- Finalize progress reports.
- Oversee dues-paying membership.

Organizational Development

- Maintain close contact with the CEOs/executive directors of the chapters of The Arc California and the affiliates of United Cerebral Palsy in California.
- Support and participate in the activities of the California Conference of Executives of The Arc (CCE).
- Participate and provide leadership in State Executive Directors Group of The Arc US.
- Participate in leadership and professional training provided by the National Conference of Executives of The Arc, The Arc of the United States, and CCE, as directed by the board of directors.
- Maintain ongoing organizational documentation of activities, opportunities, results, and any other information critical to success of The Arc California network of advocates.
- Recruit, hire, train, support, evaluate, and supervise staff, consultants and volunteers.

Title: Executive Director

Schedule: Full-Time

Status: Exempt

Physical Requirements: Some national and state travel, otherwise normal professional requirements.

Reports to: The Arc California President, Board of Directors

Salary and Benefits: Competitive/Negotiable

Location: Sacramento

Process: Accepting applications through January 13, 2017 (or until filled). Tentative date for interviews January 26 and/or 27, 2017.

To Apply: submit electronically, cover letter of interest, curriculum vitae/resume, and salary requirements to:

Search Committee c/o

[Tim Hornbecker \(tim@thearcca.org\)](mailto:tim@thearcca.org)

Interim Executive Director

The Arc California

EOE. Minorities and persons with disabilities encouraged to apply.