



JOB DESCRIPTION
EXECUTIVE DIRECTOR
MOVING FORWARD TOWARDS INDEPENDENCE

ABOUT

Moving Forward Towards Independence is a residential program offering transitional and independent living support to post-secondary adults with developmental, learning, and autism spectrum disabilities. One of our main goals is to support the growth of the whole person in a true community environment.

In 1998 a group of parents came together, concerned with the lack of post-secondary options, and collaborated to form Moving Forward. A unique residential program where young adults with intellectual and high functioning Autism Spectrum Disabilities enjoy productive, fulfilling, and healthy lives within a caring and safe community made up of fellow residents, trained staff members, and various representatives of volunteer organizations and businesses in the greater Napa community.

To date, hundreds of young adults, ranging in age from 18 to 37, have participated in our program. Many have progressed so much as to be able to maintain their own home, jobs, friendships, relationships, and their connection to the Moving Forward community through ongoing classes, social activities, and individualized case management services.

POSITION OVERVIEW

The Executive Director is the Chief Executive Officer of Moving Forward Towards Independence. The Executive Director reports to the Board of Directors and has overall strategic and operational responsibility for the organization's consistent achievement of its mission and financial objectives.

MAJOR RESPONSIBILITIES

A. Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of financial administration, fundraising, communications, and business systems.
- Help develop, maintain, and support a strong Board of Directors; attend and participate in board meetings, exclusive of portions of executive session meetings involving the executive's job status and compensation, and be an ex officio member of each Board standing or ad hoc committee.
- Make recommendations to the Board on resources needed to achieve long-range strategic goals and operational objectives.
- Recruit, employ, and release of all personnel, both paid staff and volunteers, within budgetary limitations established by the Board. The ED will consult with the Board prior to any such decisions concerning management personnel (those with supervisory responsibility for case managers, etc.), and will inform the Board within two weeks regarding such actions concerning non-management personnel.
- Lead, coach, develop, and retain high-performance staff members and ensure effective systems to track their progress and evaluate their performance
- Execute financial instruments, legal documents, and contracts on behalf of the organization, within limitations established by the Board.
- Regularly evaluate program components, to measure successes that can be effectively communicated to the board, families, funders, and other constituents.
- Ensure the maintenance and safeguarding of Moving Forward's physical assets.
- Actively communicate, engage, and energize Moving Forward Board members, committees, families, and funders.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Engage with clients and parents and caregivers of clients sufficiently to maintain a significant connection within the Moving Forward community (e.g., participate visibly in major Moving Forward social events and periodic meetings with family and/or caregivers).
- Maintain a presence as the engaged representative of the Moving Forward community.
- Carry out plans and policies authorized by the Board.
- Be responsible for developing and maintaining sound financial practices.

B. Fundraising & External Communications:

- Participate in revenue generating and fundraising activities to support program delivery and operations.
- Participate in marketing and communications.
- Use external relationships to garner new opportunities for mission activities.

C. Planning & Business Development:

- Work with staff, the Board, and finance committee to prepare annual budget for approval by the Board and see that the organization operates within budgetary guidelines.
- Monitor Moving Forward's funds, discharge its obligations, and maintain its accounts consistent with the Board's approved budget and policies.
- Engage in strategic planning in conjunction with the Board.
- Build organizational partnerships and maintain relationships with funders and community leaders.
- Maintain a working knowledge of significant developments and trends in the field.
- Ensure that the Board is kept fully always informed on the financial condition of the organization by monitoring all important factors influencing it.

D. Reporting:

- Provide written reports regarding important organizational business to the Board at least one week prior to each Board meeting.
- Provide other reports to the Board as deemed necessary by the Executive or the Board.

E. Executive Limitations:

- Specific authorities and responsibilities are further defined by policy as a supplement to this position description, as determined by the Board in the form of Executive Limitations Policies.

DESIRED QUALIFICATIONS:

- Evidence of commitment to Moving Forward's mission.
- Advanced degree preferred, along with extensive (preferably 10 years or more) senior executive management experience in a related field.
- Experience working in the fields of developmental disabilities, cognitive impairments, vocational rehabilitation, and/or residential programming.
- Unwavering commitment to high quality programs and data-driven program evaluation.
- Excellence in organizational and financial management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, and adaptable approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, and positive attitude.
- Mission-driven and self-directed.

MOVING FORWARD TOWARDS INDEPENDENCE IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Moving Forward Towards Independence provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breast feeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

Moving Forward Toward Independence provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.

APPLICATION PROCESS

To be considered for this opportunity, please submit an electronic version of your resume and cover letter to <http://cvnl.org/executive-search/current-executive-searches/>.



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For more information contact:

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CVNL has provided successful full-cycle executive and management recruiting on a retained basis for nonprofit organizations throughout the Bay Area for over a decade. You can learn more about our work at cvnl.org/executive-search.