

The Arc Livingston Executive Director Position Announcement

Mission Statement

The Arc Livingston exists to empower persons with developmental disabilities and their families to ensure that they as citizens are valued, and that they can participate fully in and contribute to the life of their community.

The Arc Livingston, a nonprofit organization that supports and advocates for people with developmental and intellectual disabilities in Livingston County, is seeking an Executive Director who is experienced with small not-for-profit organizations. The candidate for this position will demonstrate creative money procurement skills and will be able to cultivate relationships within the organization and our community.

The Executive Director reporting structure:

- Reports to a volunteer governing board and active board committees.
- Complies with and embraces the Arc Livingston's mission.
- Interacts and will receive assistance through the Arc Michigan office.

The Executive Director is responsible for the successful leadership and management of the organization according to the mission and core values, as well as protection of the organization's financial assets, while ensuring compliance with board policies and directives and applicable grantor, federal and state requirements. Must have ability to effectively work with people with cognitive and physical disabilities and their families, legislators and government officials, volunteers, and other agency professionals. Must also attend various affiliate meetings and work collaboratively with other agencies to positively impact our community in Livingston County.

The Executive Director administers and develops programs, supports, and services, including advocacy and public outreach, while effectively managing a staff of full and part time employees and volunteers.

Qualifications:

- Bachelor's degree in human services-related field required, or other relevant advanced degree or experience.
- Demonstrated successful experience working in nonprofit organizations.
- Exceptional verbal, written and presentation communication skills.
- Proven fundraising experience, budget development, grant writing and contract management skills.
- Excellent computer skills, including:
 - Microsoft Office
 - Quick Books
 - Google Docs
 - Working knowledge of video conferencing platforms
 - Working knowledge of social media platforms
- Commitment to the core values and the mission of the Arc Livingston.
- Proven advocacy skills in all public policy arenas.

Salary: Determined upon experience.

To apply: Forward your resume and cover letter outlining your relevant skills and experience, minimum salary requirement and how you meet the minimum qualifications by August 1, 2021 to thearclivingston@gmail.com.