



Position Description

ICON's goal is to end the segregation of and discrimination against people with disabilities. We work to achieve this goal both through direct community education efforts and through the constant pursuit of innovative ways of providing community-based services. All our services are designed to provide the precise supports each individual needs to become a contributing member of the community, with all the rights and responsibilities such citizenship entails. Each individual we serve thus becomes another voice in the struggle for full citizenship for all.

Title: **Executive Director / Chief Executive Officer**

Supervisor: Board of Directors

Summary:

The Executive Director functions as the Chief Executive Officer of the corporation. In this capacity the incumbent gives direction and leadership to promote the corporation's philosophy, mission, vision and values. The individual is responsible for oversight of all services provided, implementation of all policies and procedures, compliance with laws and regulations, and achievement of organizational goals and objectives, as well as oversight of the financial, program and administrative management of the corporation.

Qualifications:

The Executive Director must have knowledge of and a deep-seated commitment to true community-based supported employment and supported living, and a passion for working toward full integration for people with disabilities in the life of the community. The position requires effective leadership and organizational skills; the ability and to set and maintain standards; an understanding of fee-for-service delivery systems; familiarity with best practices with regard to service delivery; acquaintance with the disability community on a local, state, and national level; knowledge of fiscal, administrative and supervisory principles and practices; effective oral and written communication skills and a strong understanding of and commitment to the principles of Continuous Quality Improvement.

Typically, these skills and knowledge are the result of a combination of formal education in human services and non-profit management, as well as several years of experience in increasingly responsible management positions. Prior experience with both supported employment and drop-in residential support is required, as is a bachelor's degree. An advanced degree in a related field is desirable, but not required.

Must be able to travel to all parts of the DC metropolitan area on a daily basis.

Specific Duties:

1. Ensure the Quality of ICON's Direct Services

- Oversee and guide staff at all levels in the major activities of the corporation, including reviewing and evaluating the results of program activities, ensuring that contractual obligations are fulfilled, and allocating resources for greater program effectiveness and efficiency.
- Ensure that feedback from stakeholders is gathered both continually on an informal basis, and formally at least once each year, and ensure that the feedback gathered is used to inform decisions affecting the nature of service delivery.
- Supervise the activities of the management staff, i.e. the Directors of Employment Services, Community Living Services, and Administration, as well as the lead staff person in any special projects or demonstration grants.
- Provide supervision and guidance to direct service staff, in conjunction with the management staff, and provide feedback for use in performance reviews.
- Develop training materials and conduct staff training in concert with direct service staff and their managers.
- Assist management staff in areas such as interviewing applicants for employment; assigning and reviewing progress of assignments; managing performance and recommending salary increases; and developing higher levels of expertise in staff members by encouraging further education, participation in work-related seminars, and providing learning opportunities within the organization.

2. Maintain Organizational Stability

- Provide overall leadership in the development and implementation of short-term and long-range plans, policies and procedures, regulatory compliance, and other activities. Generate and maintain organizational Policies and Procedures documents and ensure that they are in compliance with licensure and other funder requirements.
- Review current practices and methods and initiate development of new processes as necessary to encourage growth, improve quality of outcomes, reduce costs, and promote efficiency.
- Monitor and evaluate all tools and supports provided to management staff and report progress to the Board; make recommendations for change as needed.
- Protect ICON's legal interests and maintain its operation in conformance with legal and regulatory requirements; retain and work with outside counsel when required to obtain legal advice or handle claims and litigation.

3. Maintain Fiscal Stability

- Provide oversight of the ongoing financial management of the corporation, including participation in the development and maintenance of the annual budget. Monitor the conformance of actual experience to budgeted activity and propose revisions as necessary.
- Oversee the human resources function to ensure optimum staffing and retention of competent staff. Investigate and recommend changes in benefits, compensation, employment, training and other areas as appropriate.
- Ensure that procedures for the appropriate control and accountability of all funds, physical assets and other property are in place and are followed consistently.
- Work with the board to explore new areas of resource development and diversification of funding streams.
- Coordinate ICON's business activities with funding entities; act as a primary contact to resolve problems.
- Prepare grant proposals and responses to Requests For Proposals for fee-for-service contracts. Serve as team leader in annual negotiations with funding sources regarding fee-for-service rates.

4. Maintain and Enhance Communication and Community Awareness

- Establish and maintain an effective system of communication throughout ICON, as well as with customers, funding sources and the business community, to build and maintain a positive image.
- Serve as liaison with other organizations such as the local and state Workforce Investment Boards, The ARC, vaACCSES, the Washington Area Board of Trade, and related organizations.
- Represent ICON in its business relationships with community organizations, professional organizations, government agencies and similar groups.
- Conduct seminars designed to further ICON's vision. Consumers of these seminars may be students, employees of other human services organizations, or members of the business community.
- Speak at meetings of local service and networking groups on the subject of workforce diversity, ADA and human resources issues, and other topics as requested.
- Provide technical assistance and consultation services to individuals, service providers, or employers upon request.

I have read and understand this position description, and I have been provided with a copy of it for my use.

Employee Name

Signature

Date