

**PATHWAYS TO THE FUTURE, INC.**  
**dba DISABILITY PARTNERS**  
**Full-Time Exempt**  
**JOB DESCRIPTION**

**POSITION: Executive Director**

Pathways For the Future, Inc. dba DisAbility Partners is dedicated to partnering with individuals and the community to enhance, advocate for and support personal choices, independent living, and community inclusion.

**CLASSIFICATION:** Full time, Exempt

**SALARY:** \$65,000 - \$75,000

**BENEFITS:** Group medical, dental, vision, and life insurance. Supplemental insurances are available. Vacation and sick time accumulated monthly. Thirteen paid Federal holidays.

**JOB SUMMARY:** The Executive Director is responsible for the overall management and supervision of a multi-level organization to achieve the highest quality of consumer service possible in our 14-county service area. Provide /vision and leadership to take the organization to the next level of success. To participate in community activities. Serve on local and state boards and committees, to advocate for people with disabilities, to support Centers for Independent Living and their missions and to bring awareness to Disability Partners' programs.

**JOB QUALIFICATIONS:**

**Education:**

- Master level degree preferred with a minimum of three years' experience in a position of significant management responsibility with a non-profit or similar organization or a Bachelor level degree with a minimum of four years experience in a position of significant management responsibility with a non-profit or similar organization. An equivalent combination of education and directly related job experience may be considered.

**Experience:**

- Minimum three years in developing budgets with working knowledge of accounting procedures and experience managing local/state/federal grants.
- Significant knowledge base of Independent Living Philosophy and disability rights.
- Demonstrated knowledge of effective oral and written communication skills.
- Demonstrate understanding of regulations governing Centers for Independent Living, Medicaid Innovations Waiver program and Medicaid reimbursement.
- Experience working with County, State and Federal agencies.
- Experience with a variety of disability issues.
- Experience, preferably with a non-profit organization in the disability field.
- Knowledge of government and legislative processes.
- Ability to work independently, one-on-one or in a group setting to provide support with the ongoing daily operations of a multi-level non-profit organization.
- Organizational skills and flexibility are a must. Ability to successfully multi-task duties and prioritize projects.
- Experience in recruiting, training, and working with volunteers.

**Skills, Knowledge and Abilities:**

- Must be highly motivated, a self-starter able to work independently to accomplish Board and organization's goals and objectives in keeping with the Independent Living Philosophy and Pathways' mission.
- Leadership ability is required to supervise and motivate staff to perform at highest expectations.
- Must have the ability to train staff in job responsibilities. Lead the management team to achieve goals of the organization.
- Demonstrates knowledge of appropriate communication skills with individuals of all ages and disabilities.
- Ability to meet deadlines in a timely and proficient manner required.
- Must be friendly and outgoing in consumer relations and cooperative in interactions with coworkers.
- Must have the ability to work under pressure in a fast-paced work environment.
- Must have excellent planning, organization, and time management skills.
- Strong computer skills. Ability to use Microsoft products such as Outlook, Excel, Power Point, etc. Experience using Virtual Platforms, such as WebEx, Zoom, Microsoft Teams is a plus.

**Physical Requirements:** Long periods of sedentary work and computer keyboarding are required. Must be able to travel. Reasonable accommodations will be made for anyone with a disability hired for this position.

**SUPERVISION OF POSTION:** This position is supervised by the Board of Directors.

**POSTIONS SUPERVISED BY THE EXECUTIVE DIRECTOR:** The Executive Director directly supervises the General Manager, and all Associate Directors. The supervision of employees under the direction of the General Manager and all Associate Directors are delegated by the Executive Director accordingly.

**ESSENTIAL JOB FUNCTIONS:**

**Job Duties and Knowledge**

- Provide organizational leadership, supervision, financial/fiscal management, and general administration of the Center and its programs.
- Serve as the Contract Officer of Pathways overseeing all grants and programs.
- Develop additional funding sources to diversify and solidify Pathways financial position over the long term through fee-for-service, grant writing, fund raising and donations.
- Monitor compliance of Administration of Community Living, and other grants/income sources.
- Evaluate all programs of Disability Partners to assure they are meeting goals established.
- Develop and negotiate contracts, grants, marketing, and promotions with public and private sources.
- Manage company policies and procedures and recommend changes as needed.

- Coordinate long and short-range planning for Disability Partners services.
- Serve on agencies, councils, and boards at the local and state level.
- Report to the Governing Board every other month or as required by the Board.
- Delegate responsibilities and supervision of personnel as needed.

#### **Other Job Responsibilities**

- Prepare reports as required.
- Assist with coordinating all scheduled annual events.
- Provide Core services of a Center for Independent Living as necessary.
- Write articles for newsletter.
- Maintain consumer confidentiality.
- Other duties that may be assigned by Board of Directors.

#### **JOB PERFORMANCE:**

- Demonstrates initiative and skills in planning and organizing staff to meet the goals of Disability Partners mission.
- Completes work with accuracy and within program time frames.
- Requires minimal supervision and is self-directed and self-motivated.
- Adheres to policies and procedures.
- Demonstrates accessibility to staff to assure working atmosphere is conducive to achieving goals established.
- Demonstrates ability to advocate for people with disabilities at the local and state level.

#### **COMMUNICATION SKILLS**

- Demonstrates interpersonal understanding and utilizes effective communication skills.
- Considers effects of words and actions on others.
- Utilizes listening skills that indicate understanding and promotes accurate interpretation of others' concerns, motivations, and feelings.
- Works toward resolution of interpersonal conflicts as they arise.
- Follows appropriate phone etiquette.
- Develops cooperative and collaborative work efforts that generally benefit all involved parties.
- Demonstrates the initiative to meet the needs of the agency by assisting program staff and coworkers as time permits.

#### **PERSONAL/PROFESSIONAL DEVELOPMENT**

- Assures personnel file information is current. Provide any updated information to Human Resources in a timely manner.
- Maintains stable performance and emotions when faced with opposition/pressure.
- Recognizes codependency issues and exercises caution in relationships with staff and consumers to maintain objectivity.
- Enrolls in courses, seminars, and other training events that will further job knowledge and enhance the Executive Director position.

**ORGANIZATIONAL AWARENESS AND COMMITMENT**

- Demonstrates the ability to work toward project completion regardless of the time required to complete the task.
- Assures staff supervised meets deadlines and timeframes as established.
- Understands the needs of the staff supervised to assure quality of work performed.
- Committed to community awareness of the organization.
- Committed to service to all of our consumers.
- Accessible to staff supervised for guidance in job duties.
- Accessible to all staff for Human Resource needs.
- Ensures that all staff and volunteers show respect and appreciation for people from all diverse populations/backgrounds.

During the pandemic (COVID 19, Omicron, etc.) must be able to telework as well as effectively supervise and meet the needs of staff as they work remotely or onsite.

**PERFORMANCE APPRAISAL:**

The Executive Director’s job performance assessed by the Board of Directors after three months of employment (probationary period) and subsequently in the month of September of each fiscal year. Assessment will be based on job specific performance standards, agency wide performance standards and the policies and procedures of Disability Partners.

Pathways For the Future, Inc. dba Disability Partners is an equal opportunity employer and provider.

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**Job Description Acknowledgement**

I have read and understand the Job Description for Executive Director and agree to fulfill the position’s responsibilities to meet the defined standards as stated herein.

This organization is an equal opportunity provider and employer.

Employee Name (please print): \_\_\_\_\_

Employee: \_\_\_\_\_  
Signature Date

Board Member \_\_\_\_\_  
Signature Date