

**Arc of Iowa**  
**POSITION DESCRIPTION FOR**  
**NONPROFIT EXECUTIVE DIRECTOR / CEO**

**Organization**  
Executive Director  
Position Description

**Reports to:** Board of Directors  
**Supervises:** Staff, Interns, Volunteers  
**Status:** Part-time, Exempt

**ORGANIZATION DESCRIPTION**

**People First** - The Arc believes that all people with intellectual and developmental disabilities have strengths, abilities and inherent value; are equal before the law; and must be treated with dignity and respect. The Arc represents, supports and acts on behalf of individuals and their families regardless of level of ability or membership in The Arc. The Arc believes in self-determination by empowering people with the supports needed to make informed decisions and choices.

**Democracy** - A democratic process involving members, through affiliated chapters, is utilized to take positions on important issues, policies and programs.

**Visionary Leadership** - The Arc leads by promoting the mission, core values and position statements. We lead with integrity, accountability, and by open, honest and timely communication. We work with individuals, organizations and coalitions in a collaborative fashion. There is a valued partnership with volunteer and staff leadership at all levels of the organization that provides mutual support for their respective roles.

**Community Participation** - The Arc works toward and believes in the community imperative: that all people have the fundamental moral, civil and constitutional rights to live, learn, work, play and worship in safe and healthy communities of their choosing. The Arc has a responsibility to ensure the safety and well being of individuals.

**Diversity** - The Arc values and insists upon diversity in its leadership and membership. The Arc actively pursues and welcomes diverse groups (including but not limited to race, ethnicity, religion, age, geographic location, sexual orientation, gender and level of disability).

**Integrity and Excellence**

The Arc conducts its business with integrity. The Arc reflects quality and excellence in all its' work.

**Location** - 114 S. 11<sup>th</sup> Street, West Des Moines, IA 50265

## **DUTIES**

### **Mission Advancement**

1. Works in partnership with the Board of Directors in developing the organization's strategic plan, including mission, vision, values, goals and objectives.
2. Advances the mission and strategic plan by developing and managing programs and services.
3. Ensures a high level of program quality, including regular tracking, evaluation and reporting on measures of success.
4. Serves as the primary spokesperson for the organization and is ultimately responsible for the organization's relationships with internal and external stakeholders, including staff, board, clients, community partners, funders, and local government.

### **Financial Sustainability**

5. Raises funds to support organizational operations from a variety of sources, including government, foundations, corporate and individual donors.
6. Supports the Board of Directors in its fundraising efforts.
7. Develops the annual budget, in cooperation with the Finance Committee, subject to approval by the Board of Directors.
8. Oversees financial management of the organization, ensuring compliance with financial policies, and provides regular (no less than quarterly) reporting to the Board of Directors on the financial status of the organization.

### **Governance**

9. Provides accurate, complete and timely information to the Board of Directors on the organization's programs, services and finances.
10. Informs and advises the Board regarding current trends, problems and opportunities that are important to the organization's mission and operations.
11. Serves as a non-voting member of the Board of Directors.

### **Operations**

12. Maintains the necessary financial, human resources, and other management and administrative policies and procedures for the organization, and brings relevant policies to the Board of Directors for review and approval.
13. Supervises staff, volunteers and interns. Recruits and retains highly qualified personnel and administers an effective human resources system that includes position descriptions, performance standards, performance appraisals and a fair compensation system.
14. Ensures the legal integrity of the organization, monitoring compliance of the organization with all applicable laws and regulations.

## **Qualifications and Skills**

1. Education requirements – Bachelors Degree
2. 5+ years experience in management showing progressively more responsibility
3. Knowledge and experience in mission area
4. Experience and strong skills in areas of leadership, management and supervision

5. Experience and strong skills in fundraising, fiscal management, budgeting and forecasting
6. Excellent written and oral communication skills
7. Strong professional reputation and record of integrity, sound judgment and respect for established ethical standards
8. Must possess vision and creativity
9. Ability to work and adapt to adversity
10. Ability to engage and foster relationships with the community, public agencies, and the Board of Directors

### **Work Schedule & Location**

The position will be a part-time position and will be located in shared offices currently leased by Clean It, Inc. of 114 S. 11<sup>th</sup> Street, West Des Moines, IA 50265. The Arc of Iowa shall pay Clean It, Inc. \$200 per month for use of office space, equipment and utilities until such time the space is no longer needed or continues to meet the needs of the Arc.

Clean It, Inc. may, at its own choice, opt to notify the Arc of Iowa that it needs to vacate the premises within a reasonable time frame, not to exceed 30 days if it deems necessary. The Executive Director will work from these offices during regular working hours.

### **Salary**

Salary shall be part time and will be paid at \$500 per week. A one time payment of \$9,500 to purchase and license a car shall be paid to the Executive Director. This will become an asset of the organization and shall be treated as such. The director shall donate his time for the period of 19 weeks beginning April 15, 2015 through August 26, 2015 to pay for the value of the vehicle.

A 1099 payment of \$500 per week shall be paid from August 26 through April 14, 2016 at which time a contract shall be renegotiated.