



DCRC EMPLOYMENT OPPORTUNITY: Executive Director

The Disability Community Resource Center (DCRC), a founding leader in the independent living movement, is seeking an Executive Director (ED) with knowledge and experience in the disability services field. The successful candidate will excel at building strong relationships, providing strategic vision and leadership, and displaying superior fundraising and general management skills. S/he will build upon DCRC's past successes, expand the reach and influence of programs and services and will broaden community and donor support for the organization and its programs.

The ED reports to the President of the Board of Directors and is responsible for the organization's consistent achievement of its mission, funding requirements and financial objectives. The ED provides leadership to the Board in the areas of public policy, planning and program development. The ED is the organization's chief fundraiser and spokesperson, and is responsible for cultivating partnerships with government, corporate and foundation leaders, individual donors, and local, state, and national advocacy groups and agencies.

The ED leads and directs DCRC staff and provides support and assistance to volunteers, including the Board of Directors and board committees. The ED will oversee a \$1.7 million (approximate) annual operating budget.

The successful candidate will be an experienced entrepreneur, with a results-oriented approach to nonprofit management and a track record of leadership and financial success. S/he will have a good working knowledge of current, disability-related policies and issues. S/he will have the ability to develop relationships with, and win the confidence of, a range of stakeholders, including the consumers of DCRC's services (i.e. members), disability leaders, foundation leaders, donors, government officials, volunteers, staff and other partners.

Qualifications:

- Proven leadership in the nonprofit multi-service arena and the ability to accurately assess the needs of the disability community to create and implement agency strategic direction, policies and programming over multiple years.
- Strong strategic thinking skills which can enhance and refine DCRC's strategic vision, priorities, goals and measures to meet consumers' outcomes, engage staff and partners and deliver sustainable results.
- Demonstrated success in building and sustaining a comprehensive fundraising program, ideally with experience across a full range of donors and funding sources including individuals, corporations, foundations and government.
- Experience and proven ability to manage a sustainable business model and develop new resources and partnerships at scale, including public and private funding, contracts for services, and program partnerships.

Disability Community Resource Center - www.dcrc.co

12901 Venice Boulevard, Los Angeles, California 90066

(310) 390-3611 **Voice** 📞 (310) 398-9204 **TTY** 📞 (888) 851-9245 **Toll-Free**

- Significant experience creating, building and managing partnerships with an array of groups and individuals.
- Knowledge of management principles involved in strategic planning, resource allocation, leadership techniques and the effective use of time and resources.
- Experience in fiscal planning and budget management for an organization of similar size and scope.
- Ability to work and make judgments independently and take initiative.
- Innovative leadership skills which focus on taking risks, spurring staff ingenuity and encouraging autonomous thought within a team environment.
- High level of comfort with public relations and public speaking as well as communicating information to a wide range of audiences, from policy makers, donors and volunteers, to the press and the general public.
- Experience with government relations processes and working with other local, state and national groups in the disability/social services field.
- Ability to network and build collaborative relationships and partnerships with community agencies, public and private sources, donors and disability leaders.
- Experience reporting to and supporting a governing Board.
- Experience interacting and working with a broad range of members and staff who live with disabilities.
- Demonstrable understanding of the history of the disability and independent living movement.
- Ability to build and lead a highly effective leadership team.
- Experience in labor relations and collective bargaining preferred.
- Bi/multi-lingual in languages used by DCRC's members (i.e., Spanish, American Sign Language or an Asian language) preferred.
- Experience with domestic violence programs and/or service provision preferred.

Personal attributes:

- Comfortable and assertive in many different social and professional circles.
- High degree of energy, integrity, and creativity as well as the intellectual, organizational and personal qualities needed to earn respect and cooperation from all stakeholders.
- Demonstrated cultural competence with a focus on diversity.
- A deep commitment and passion to DCRC's mission and work.
- Superb communications skills, both oral and written.
- Creative, with the ability to think out of the box.
- Approachable and a good listener.

Education, Experience and Skills:

- Personal experience with disability.
- Bachelor's and/or Master's degree in an appropriate discipline (e.g., social sciences, public administration, business administration, law, urban planning).
- At least 5 years of executive/senior management experience in social services or related organizations.
- Advanced proficiency in MS Office programs, Google applications, fundraising software and database software. Experience with DonorPerfect and Adobe InDesign preferred.
- Demonstrated leadership in and knowledge of the disability and independent living movement, programming for consumers and representing diverse cultures.
- Experience in developing and maintaining a diverse workforce.

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Stress Level:

- High to moderate. Frequently expected to think clearly under pressure, complete work within deadlines, deal with interpersonal conflicts, and work with frequent interruptions.

Physical Demands:

- The physical demands are commensurate with those that should be met to successfully perform the essential functions of the job.
- Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions.
- The noise level for normal working conditions is low to moderate.

Organizational Description

DCRC was founded in 1976 and is dedicated to assisting persons with disabilities and seniors achieve and/or maintain self-directed independent lives in their communities. This is accomplished through a variety of services and programs that emphasize peer support and through self-help concepts and practices. DCRC is dedicated to the full promotion of the "Independent Living" philosophy through its programs and services and in its work in systems change advocacy and public policy. DCRC is one of 28 Independent Living Centers in California (and one of roughly 500 across the country).

EEO/AAP Statement

DCRC provides equal employment opportunity/affirmative action to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, DCRC will provide reasonable accommodations for qualified individuals with disabilities.

Closing Date	Applications accepted on rolling basis until the position is filled; Anticipated start date 08/01/2018.
Salary	Dependent upon experience (range: \$90,000-\$110,000).
Hours	40-45/week, but may require extended hours, or work outside normal workday, as work demands.
How to Apply	E-mail only resume and cover letter with salary requirements to EDsearch@dcrc.co . Questions may be emailed to the same address, please include preferred contact information. The position is open until filled.

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