

**Position Announcement – December 2021**  
**EXECUTIVE DIRECTOR**  
**The Arc of Haywood County**  
**Waynesville, NC**



The Arc of Haywood County is seeking an experienced leader with a passion for serving people with intellectual and/or developmental disabilities and has a demonstrated track record of facilitating organizational excellence through strong leadership and oversight. More information about The Arc can be found at <https://arcofhaywood.org/>.

### **About Us**

The Arc of Haywood County is a local affiliate of The Arc of The United States and The Arc of North Carolina. The Arc provides services to adult individuals with intellectual and/or developmental disabilities (IDD), and their families, in Western North Carolina. The Arc has continued to grow and evolve along with the changing needs and issues people with disabilities and their families face — and has played a pivotal role in changing the public perception of disability. Ultimately, The Arc reduces the stress of caring for an adult child with IDD by providing professional full-time residential care as well as independent care services.

### **Our Programs**

#### Residential Home

The Arc of Haywood County has three residential homes with 5-6 individuals living in each home. All homes provide 24/7 staff and individuals are taught the life and social skills necessary to live their life to the fullest as independently as possible. Emphasis is placed on full community participation utilizing local shopping, employment, public transit, banking, restaurants, volunteering and attending recreational and entertainment facilities.

#### Community Living

The Community Living Program is for individuals who have proven they are capable to live alone and for others who choose to live with family members but still require assistance to learn life and social skills. The Arc of Haywood County helps the individuals be active in the community, attending community events, volunteering and working at local businesses.

#### Intermediate Care

The Arc of Haywood County has one Intermediate Care Facility (ICF) which houses individuals who require a higher level of care than our other homes. These individuals are very involved in the same activities that the individuals in our other programs enjoy. The individuals receive training in life and social skills according to their personal plan goals.

#### Job Coaching/Supportive Employment

The Supported Employment/Job Coach program works with individuals to find employment in the community. A job coach works one-on-one with each individual to explore the type of jobs they are interested in and possible businesses that may be a good fit. Assistance is given in preparing a resume, completing employment applications and conducting practice interviews.

## **Position Summary**

The Executive Director represents The Arc to the public, leads organizational development and strategic planning in support of organizational mission and goals, optimizes financial performance, oversees program delivery, builds donor relationships and oversees personnel. This role provides leadership, direction and support to the staff and Board of Directors in developing organizational goals, attaining/allocating resources, and establishing policies. This position works closely with community agencies and national/state/local offices of The Arc.

## **Key Responsibilities**

- Provides leadership and direction to ensure the effective operation and delivery of programs within the organization and community
- Oversees and regularly benchmarks the agency's strategic plan and its progress toward key performance indicators
- Acquire and maintain knowledge of program standards, ensuring that all operations are in accordance with all licensing and regulatory requirements
- Provides direct supervision and guidance to staff as necessary to ensure compliance with local and state agencies and affiliates
- Builds relationships with individuals, businesses and foundations willing to support the agency with funding and other resources
- Ensures proper fundraising and donor stewardship systems are in place and executed to meet organizational goals
- Chief storyteller - promotes community awareness of The Arc's mission and community engagement opportunities
- Collaborates with the Board and affiliate groups to enhance organization programs, advance agency objectives and effectively realize goals

## **Qualifications**

- Excellent understanding of finance-related performance standards, budgeting, fiscal management and analysis
- Proven track record of leadership and management; at least five years senior management experience including staff supervision, strategic planning, evaluation and grant development preferred
- Human resources experience including supervision, coaching and evaluation of staff
- Professional knowledge of care management, oversight of residential programs including DD/ICF homes preferred
- Demonstrated ability to manage organizational operations effectively and efficiently
- Credentialed as a Qualified Professional or Master's Degree in a human service field and minimum of one-year, full time postgraduate experience working with individuals with developmental disabilities (DD) preferred
- Knowledge of entitlement programs, regulatory best practices and processes preferred
- Track record of successful fundraising with proven experience with government, foundations and major gifts
- Strong commitment to diversity, equity and inclusion

**Compensation**

The base salary range for this position is \$89,000 - \$110,000 and includes a competitive benefits package.

**Procedure for Candidacy**

The Arc of Haywood County has retained COR Consulting to assist with professional recruitment. To apply, please send a letter of interest and resume in one pdf file using the following naming convention: "Your Last Name-Your First Name.pdf" , via email only to:

[search@corconsulting.biz](mailto:search@corconsulting.biz)

Subject: The Arc Executive Search

All material will be kept confidential. No phone calls please.

\*\* This job announcement does not list all of the job duties. In addition to the formal job description, it might be requested of you to perform other reasonable duties.

The Arc of Haywood County is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Final candidates are subject to criminal & sex offender background checks.