

## **EXECUTIVE DIRECTOR**

The Arc of Chester County, a diverse non-profit organization serving people with intellectual and developmental disabilities, is seeking a seasoned, self motivated and innovative Executive Director. Established in 1952, The Arc of Chester County has grown into a multi county advocacy and service organization.

### RESPONSIBILITIES:

The primary responsibilities include, but are not limited to the following:

- Serve as Chief Executive Officer, interpreting and implementing the policies, goals and objectives of the Board of Directors and overseeing the daily activities of the organization.
- Maintain oversight of programs and advocacy operations, assuring the delivery of quality services and compliance with all applicable laws, regulatory standards and Arc policies and procedures.
- Assess the short and long-term needs of the organization, identifying system gaps and proposing a coordinated approach to meeting identified needs.
- Oversee fiscal and business operations, including the establishment of budgets, the monthly fiscal status of the organization and monitoring of expenditures.
- Ensure staff support for the Board of Directors and all standing committees.

### QUALIFICATIONS:

- Master's degree in Social Work, other Human Services area, or Nonprofit Management preferred.
- Minimum 10 years' administrative experience required, preferably with a nonprofit organization and including personnel management, budgeting, fundraising, public relations and work with volunteers.
- Strong leadership, supervisory, organizational, analytical and communication skills essential.

If you meet these qualifications and would like to be considered please send your resume and letter of intent along with your compensation requirements to [executivedirectorsearch@arcofchestercounty.org](mailto:executivedirectorsearch@arcofchestercounty.org) prior to May 31, 2012.

EOE & ADA Compliance Org.

Check us out at [www.arcofchestercounty.org](http://www.arcofchestercounty.org)