

## **EXECUTIVE DIRECTOR – The Arc, Susquehanna Valley**

The Executive Director serves as the chief executive of The Arc, Susquehanna Valley and manages a team of staff members and volunteers (including self advocates, parents, and interns).

### **PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

- Genuine commitment and passion for the Arc's mission.
- Minimum bachelor's degree in social services, human services, business or a related field. Several years of verifiable and progressive experience and responsibility in social services, human services, business, or related experience may be substituted for the formal education requirement.
- Demonstrated experience in providing services to individuals and families living with intellectual and/or developmental disabilities.
- Proven success in fundraising, as well as experience generating alternative revenue.
- Verifiable experience in grant writing.
- Experience in using business-relevant computer based programs, specifically the Microsoft Office Suite.
- Demonstrated skills in hiring, mentoring, developing, leading and retaining staff.
- Strong interpersonal skills including diplomacy, persuasion, oral and written communication, public speaking, consensus building, and decision-making.
- Demonstrated success in leading a nonprofit organization; nonprofit expertise can be shown through current nonprofit leadership experience, or nonprofit volunteer experience.
- Prior to hire, other requirements include:
  - Current, valid PA driver's license.
  - Current Criminal background check.
  - Current Child Abuse clearance.
  - Successfully complete and obtain a Mandated Reporter training certificate.
  - Be able to be bonded.
  - 180 calendar day probationary period from date of hire.

## **KEY RESPONSIBILITIES:**

- Provides general management of The Arc including oversight of fiscal, and human resource functions.
- Oversees a budget of approximately \$200,000. Approves and otherwise monitors all financial and accounting activities, including the completion of an annual audit. Presents and distributes accurate and timely financial reports to the Board of Directors. Prepares an annual budget that will guide the sustainable growth of the organization.
- Advocates for The Arc, Susquehanna Valley to the governmental, professional, corporate and general communities in the region.
- Works closely with county agencies, including Northumberland County BH/IDS, CMSU, and various United Way organizations.
- Assists the board in the recruitment and orientation of board members
- Maintains official records and documents and ensures compliance with all federal, state and local regulations.
- Maintains office structure ensuring that operational functions are consistently, managed at a high level of efficiency.
- Leads fundraising initiatives to support the continued operation of The Arc, Susquehanna Valley and to ensure its future financial security.
- Seeks out available grants and writes grant proposals in those areas that apply to The Arc's education or advocacy endeavors.
- Develops partnerships within the community to utilize these partnerships in fund raising events.
- Represents The Arc's position on issues that affect people with intellectual and developmental disabilities through speaking engagements and serving on committees at the local and state levels.
- Creates, directs and implements development strategies to solidify as well as expand the organization's funding base in conjunction with the Board of Directors.

- Develops and implements a comprehensive marketing and communications strategy to raise The Arc's visibility in the community, contributing to organizational goal of continuously attracting new volunteers and new donors.
- Reports to The Arc, SV Board of Directors.
- Schedules time efficiently to attend evening and weekend Arc Events.
- Develops positive, working relationships with leaders in all counties served by The Arc, Susquehanna Valley.
- Completes other duties as assigned by the Board of Directors.

## **Job Vacancy Posting**

The Arc, Susquehanna Valley, a small non-profit located in Sunbury, serving people with intellectual disabilities, developmental disabilities and their families is seeking a full time Executive Director. The Executive Director will execute The Arc's mission and vision, with primary responsibility for fundraising, advocacy, strategic planning, financial management, community relations, staff management, and administration. The ideal candidate will work collaboratively with and report to an active Board of Directors. Salary range is \$25,000 to \$35,000 based on qualifications for an average 35 hr. work week. Information/applications can also be requested by calling our office at 570-286-1008 during business hours. Applications will be accepted until April 15, 2017. Please send or email a cover letter, application, resume, and appropriate supporting information to mailing address on form or to [arcnorthdir@ptd.net](mailto:arcnorthdir@ptd.net) We expect to have the new Executive Director in place by May 15, 2017.

# The Arc, Susquehanna Valley

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## Executive Director Application

(revised 3/20/17)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Education: (High School) \_\_\_\_\_

(College or additional training) \_\_\_\_\_

\_\_\_\_\_

Current or most recent occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Previous occupation/employers:

Dates of employment	Employer	Occupation	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Community/Volunteer Activities and Memberships: \_\_\_\_\_

\_\_\_\_\_

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What services, programs, etc. do you envision for The Arc, Susquehanna Valley in order to better serve our self-advocates? \_\_\_\_\_

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What interests you about serving as Executive Director of The Arc, Susquehanna Valley?

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Please provide three references (name, address, phone number, and how you are affiliated) that the membership committee may contact for further evaluation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please attach resume if available.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return application and supportive documents to this office – Attention Search Committee:

The Arc, Susquehanna Valley  
P.O. Box 892; Sunbury, PA 17801  
Phone: 570-286-1008  
Fax: 570-286-1005  
[www.thearcsusquehanna.org](http://www.thearcsusquehanna.org)



# Volunteer Drivers Wanted

The Arc, Susquehanna Valley is looking for volunteers willing and able to drive a 10 passenger van. Volunteers would be scheduled to drive our self-advocates to and from selected events. Volunteers do not need a special license to drive our van. They will however, be required to have a current valid PA driver's license, and successfully pass a Criminal Background check and Child Abuse Clearance Check, as well as learning and following Arc van usage policies. This would be a great volunteer opportunity for retirees, as well as anyone that has a degree of flexibility in their schedule. Most Arc events are in the evening and during the week, however we occasionally have activities that take place on Saturdays in the morning. All day trips we take are generally within a 75-mile radius of Sunbury and do not involve any overnight travel.

If you are interested in obtaining more information about this volunteer opportunity, please call The Arc, Susquehanna Valley at 570-286-1008 or email us at: [arcnorthdir@ptd.net](mailto:arcnorthdir@ptd.net)

**We want to hear from you!**