



901 E. Mt. Hope Ave. • Lansing, MI 48910
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Executive Director-Lansing based non-profit agency seeks one full time Executive Director. The Executive Director position is a full time, exempt salaried position with a starting salary range of \$82,500.00-\$97,500.00, commensurate with experience. This position includes a full benefits package. Access to reliable transportation is a requirement as the position requires travel within Ingham, Clinton, Eaton, and Shiawassee counties as well as throughout the state of Michigan

Organization:

Established in 1976, the mission of the Disability Network Capital Area (DNCAP) is “Transforming thinking to improve the environment and quality of life for people with disabilities.”

Founded by persons with disabilities, DNCAP is part of a statewide but locally operated network of non-profits which provide a range of services including Assistive Technology, Peer Mentoring, Nursing Facility Transition and Veteran Services. Approximately eighty percent of the Board of Directors and operating staff have a disability.

General Description:

The Executive Director shares DNCAP’s commitment to individual and community needs for the residents of Clinton, Eaton, Ingham, and Shiawassee counties. The Executive Director has the principal responsibility for implementing the Strategic Plan of DNCAP and ensures the strategic initiatives are based on key trends, needs and issues in the field.

Along with overall leadership of the organization, the Executive Director is responsible for building and maintaining relationships with current and potential partners. The Executive Director has prime responsibility to formulate and implement DNCAP’s fund development strategy with support from the Board of Directors and key staff members.

The Executive Director works in a highly collaborative manner, uniting staff, Board members, community stakeholders and partners to advance the vision and work of the organization. The following personnel report directly to the Executive Director: Finance and Human Resources Director and Program Managers.

Minimum Hiring Requirements:

- 1) Minimum of a bachelor's degree (master's degree preferred) from an accredited institution in the field of Nursing, Behavioral Science, Business Administration, Human Service, or another related field. Appropriate state license required.
- 2) A minimum of five years experience with demonstrated expertise and experience in administration and management.
- 3) Knowledge of current programs and organizations, and an awareness of current local, state, and national issues affecting persons with disabilities.
- 4) Commitment to consumer participation in the policies and activities of the Center.
- 5) Strong verbal and written communication skills, fiscal management, planning and program management, and human resources.
- 6) Personal experience with a disability and/or knowledge of disability related issues.
- 7) Must successfully pass a criminal background check, sex offender registry, and DHHS Central Registry as well as a financial background check.

DNCAP is developing a Strategic Plan that includes a business strategy focusing on fee-for-service from a traditional grant requesting non-profit organization. Candidates with management experiences in for-profit, non-profit, or fee-for-service activity is considered required.

Key Competencies:

- 1) Commitment to the philosophy of the Independent Living Model and to address the systemic issues that challenge persons with disabilities.
- 2) A talented and experienced relationship builder. Maintains high standards for interactions with agency staff, Board of Directors, volunteers, community members, state legislators, lobbyists, and consumers.
- 3) Excellent written and verbal communication skills.
- 4) Supervise and support senior staff and lead the management team.
- 5) Provide fiscal management and budget oversight. Manage multiple funding sources (government, vendors, grants, and fundraiser).
- 6) Ability and willingness to travel.
- 7) Responsible for agency compliance with all federal, state, and local laws and regulations.
- 8) Reports monthly to Board of Directors on the implementation of the Strategic Plan.
 - Reports strategic plan progress in a timely manner.
 - Provides oral/written reports on current successes and challenges within the agency
- 9) With support of the Board, enhance strategic plan by making recommendations.
- 10) Pursues and enhances joint ventures, partnerships, and new program services.
- 11) Proven track record of fundraising successes.

12) Delegates, monitors, and enhances:

- The implementation of consumer and community-based education and internal systems.
- Fundraising, marketing, public relations, and social media.

13) Models integrity, personal and professional ethics by:

- Facing adversity with a positive attitude.
- Understands that patience is strength.
- Exude persistence that leads to a successful conclusion to a project.
- Welcome diverse viewpoints in a positive manner.

14) Evaluate/monitor staff and programs to maximize budget and human resource efforts.

Training and Continuous Education: This position may require initial or ongoing training which is determined by the Board of Directors. There will be a period of overlap with the current Executive Director to facilitate proper onboarding; the duration will be determined at the time of hire.

Qualifications: To perform this job successfully an individual must be able to perform each essential duty to a satisfactory level. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The individual must have the ability to travel to various community locations.

Language Skills: Ability to read, analyze and interpret technical procedures, governmental regulations, contracts, and general business journals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public in English.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interests, and percentages. Ability to apply concepts of basic algebra.

Reasoning Ability: Ability to solve both practical and complex problems. Ability to process a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This includes operating in a typical office environment as extensive keyboard activity is required. Reliable self-transportation required with regional service area. The successful candidate must be able to perform the essential functions of the position with or without reasonable accommodation. While performing the duties of

this job, the individual will be required to multitask. The employee will also be required to effectively communicate, implement written information, and use a computer. Individuals will be required to be mobile throughout the building and the community.

Work Environment: The DNCAP worksite is barrier-free. Individuals will work in a group setting but also individually and therefore are required to work well independently. Individuals are also a member of a team and must be able to work in a team atmosphere. The noise level in building is moderate. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee must be able to meet the demands of the work environment with or without reasonable accommodation.

Other Information: The above job description describes the general nature and level of work to be performed: it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State laws.

Please send cover letter and resume, referencing Job #ED04012024 via email to hring@dncap.org or via mail to Disability Network Capital Area, 901 E. Mt. Hope Ave., Lansing, MI 48910 attn. Hiring Director. No phone calls please. Application deadline: **Tuesday, April 30, 2024, at 5:00 p.m. Interviews will commence after May 15, 2024.**

Feel free to visit our website: www.dncap.org and Facebook page: Disability Network Capital Area.

The Disability Network Capital Area is an equal opportunity/affirmative action employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The Disability Network Capital Area follows Employment at Will practices. The agency does not offer tenured or guaranteed employment. Employment may be terminated by either party with or without notice and with or without cause.