



## POSITION DESCRIPTION

**Position Title:** President & Chief Executive Officer (CEO)

**Reports To:** Board of Directors

**Position Summary:** The President & CEO serves as a strategic leader that inspires the agency employees to achieve their purpose, and advance the organization's mission and vision. The President & CEO oversees and/or directs all corporate operations including implementation and administration of agency contracts, strategic planning, programs and policies. The President & CEO is responsible for the overall management of Ability360 encompassing fiscal and personnel management, executive leadership, community relations, donor relations, fundraising, grant funding and ensuring that the mission and resources reflect changing community needs. The President & CEO monitors programs for efficiency and effectiveness, and ensures a high-level performance and outcome on all agency contracts and services.

**Agency Summary:** Ability360 is entering an exciting phase of development, and is looking for a dynamic and innovative leader who excels at guiding an organization through growth and transformation and serving as the voice and public-facing representative of the organization. The organization has established itself as a leading nonprofit agency (501c3), is one of the largest of five independent living centers in Arizona and has gained national and international recognition. Ability360 offers and promotes a range of programs and services designed to empower people with disabilities to take personal responsibility to achieve or continue independent lifestyles within the community.

Ability360 advocates personal responsibility – by, and for, people with disabilities – as a means to independence. To help consumers achieve self-sufficiency, Ability360 offers comprehensive programs including independent living skills instruction; information and referral; peer support; advocacy; home modification; Americans with Disabilities Act (ADA) training and counsel; outreach to rehabilitation centers and early intervention for newly disabled individuals; reintegration from nursing homes; employment services; Social Security work incentives benefits consulting; empowering youth in transition; home care services; adaptive sports & fitness; and social, recreational programs.

Ability360's budget is \$48.5 million. The organization employs over 135 full-time staff members, more than 1,850 home care workers and utilizes hundreds of volunteers at its Sports & Fitness Center. Ability360 has offices in Phoenix, Gilbert/Mesa, Glendale, Coolidge and Tucson.

**For additional information about Ability360, please visit:**

[www.ability360.org](http://www.ability360.org)

[www.facebook.com/Ability360](http://www.facebook.com/Ability360)

[www.facebook.com/ability360sports](http://www.facebook.com/ability360sports)

[www.youtube.com/c/Ability360](http://www.youtube.com/c/Ability360)

### **Required Education and Qualifications:**

*One of the most important aspects of the President & CEO's role will be to serve as Ability360's leading voice regarding issues impacting people with disabilities across Arizona and throughout the country. To that end, candidates must demonstrate direct knowledge of and/or experience with disabilities, disability-related issues and concerns, and/or disability-based civil rights laws such as the Americans with Disabilities Act (ADA).*

**In addition, candidates must demonstrate, document, or provide evidence of :**

- Experience working with or advanced knowledge of Centers for Independent Living.
- Extensive and appropriate education and experience in nonprofit administration, management or related field (10+ years).
- Minimum of Bachelor's degree, Master's Degree highly preferred.
- Proven experience leading growth-stage organizations.
- Leading people, managing teams and developing employees.
- Effective written communication skills. Should be able to adapt communication style to suit different audiences.
- Excellent problem-solving, decision-making and assertiveness skills.
- Skills and knowledge in financial management and resource development.
- Knowledge of human resource management laws, regulations, policies, procedures and processes relating to various human resource management functions.
- Knowledge and skills working in the community and developing partnerships to accomplish common goals.
- Capacity to recruit, retain and work with diverse populations.
- Ability to develop and monitor services to persons with disabilities.
- Ability to supervise, mentor and evaluate executive staff.

- Negotiate agreements, strategic partnerships and contracts.
- Travel as the job necessitates.

**Preference will be given to a candidate who has a disability.**

### **Essential Responsibilities / Accountabilities:**

#### **Community Impact and Engagement**

The President & CEO is responsible for the overall impact of Ability360 on the disability community, emphasizing increasing its capacity to expand and usher in innovative and new programs and services. The President & CEO is expected to establish and maintain cooperative and effective working relationships with other organizations and advocacy groups, and serve as an agency spokesperson and lobbyist with Congress, State Legislature, local governments and the media. The President & CEO works closely with the Board of Directors to craft and adapt the strategy to achieve growth and increased capacity, and identify new opportunities to serve the community, including raising funds to support it. They will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and nonprofit sectors.

The President & CEO will demonstrate, through their actions and language, an understanding of independent living philosophy, the Americans with Disabilities Act (ADA) and disability rights and issues.

#### **Resource Development and Management**

The President & CEO is charged to secure and maintain funding for all programs and services; prepare and negotiate contracts with all funding sources; identify, cultivate and solicit prospective donors and critical leaders of prospective new corporate partners; leverage personal and professional contacts and relationships into fundraising opportunities, and promote a culture of fundraising in the organization, both at the staff and board level. The President & CEO is also responsible for overseeing the agency's budget development and management, and for monitoring revenues and collections.

#### **Strategic Planning**

The President & CEO will partner with the Board of Directors to develop a strategic plan and vision that will guide the organization through this next phase of growth, building on the strong foundation that has been established. The successful candidate will understand the importance of setting a strategic vision, establishing and communicating goals and objectives across the organization, setting priorities and creating a culture of

care and purpose. To accomplish this, the President & CEO must have the ability to analyze and compare information/data to identify and explain significant trends, issues, problems, causes and solutions to generate actions to achieve long-range goals.

### **Operational Management**

The President & CEO will oversee the executive leadership team to ensure that high-quality programs and services are relevant and aligned with the organization's strategic plan and vision. Additionally, the President & CEO will develop a high performing team by providing appropriate coaching, mentoring and development.

The President & CEO's vital responsibility will be to ensure timely and accurate financial and program reporting to required agencies, including but not limited to the IRS, TitleVII, funding/grant agencies and EEOC.

The President & CEO will be required to have a level of knowledge and understanding necessary to implement and enforce Ability360 personnel policies.

### **Board Management**

The President & CEO will report to the Board of Directors, and will assist in the organization of and participation in six bi-monthly board meetings per year as well as other committees as required. Board recruitment and education of new board members will be a primary responsibility and the organization and facilitation of special board planning meetings.

### **Other Competencies:**

The President & CEO should be:

- Agile, adaptable and lead the organization in the event of an emergency or unprecedented situation.
- Able to conceive and execute a wide range of projects and initiatives.
- Proficient with essential technologies such as Microsoft and Google Suite
- Able to manage vendors and contract employees.
- Able to establish and maintain effective internal working relationships with agency staff at all levels, consumers and volunteers.

### **Work Environment:**

While performing the duties of this job, the employee regularly works in an office setting.

### **Position Type/Expected Hours of Work:**

This is a full-time position. This position requires that the President & CEO be located in the Phoenix metropolitan area. Days and hours of work are Monday through Friday,

from 8:00 am to 5:00 pm. Evening and weekend work is often required as job duties demand.

**Salary:**

A competitive salary commensurate with experience with a complete benefits package including health, dental, vision, 403(b) retirement plan with employer match and possible bonus. Relocation assistance may be provided to the successful candidate.

**Ability360's Affirmative Action Policy:**

Ability360 abides by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or national origin. Moreover, these regulations require that Ability360 take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

Further, Ability360 will not discriminate against any employee or applicant based on any protected status under federal and Arizona law, including Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination and Employment Act, State Executive Order No. 75-5, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

When applying for a job and being considered for employment, applicants are given a form prescribed by the US Department of Labor Office for Contract Compliance Programs (OFCCP) asking him or her to voluntarily disclose whether they have a disability. Applicants may complete this form, understanding that their information is kept separate from their application materials or any subsequent personnel file. The information is for statistical purposes only as required by Federal law. An applicant who completes the form is not guaranteed a job or any special preference for a job.

**Reasonable Accommodation:**

Any employee, whether full or part-time, who requests a workplace modification or an alteration in policies, practices, or procedures for purposes of providing an accommodation based on disability and performing the essential functions of the job is accommodated pursuant to Title I of the Americans with Disabilities Act.

**Ability360 is fragrance-Free!**

Please do not wear scented products at Ability360 while at work, meetings, and events.  
Thank you!

**Application Process:**

All materials requested should be a part of the application packet unless indicated as optional.

**Applicants should include the following:**

1. Cover Letter
2. Resume
3. References: Please include three (3) professional and one (1) personal reference
4. Please attach, as a separate document, a written response to the following questions:
  - Why are you interested in serving as the President & CEO for Ability360, and what are the three strongest attributes you will contribute to this organization?(Max 200 words)
  - Describe any direct experience you have with disability, with people who have disabilities, with disability-based civil rights laws and practices and/or with the Independent Living Movement (Max 1,000 words)

**OPTIONAL:** Any links to social media that would help us learn more about you.

**Submission instructions:** All candidates must submit application materials to [CEOSearch@ability360.org](mailto:CEOSearch@ability360.org) by January 29, 2021 at 5:00 p.m. MST.

Revised 11/24/2020