

## Position Description

# The Paul Center for Learning and Recreation, Inc. - Nonprofit Executive Director

### ORGANIZATION

Founded in 1968, The Paul Center for Learning & Recreation, Inc. is dedicated to assisting individuals with developmental disabilities in developing their maximum potential and independence. We accomplish this goal by providing educational, recreational and social programming services to individuals and their families. We stress with our staff the importance of establishing and maintaining a "spirit of extended family" with our participants. This spirit transcends all aspects of our programs and continues to be a significant factor in our success.

For more information, visit [www.Thepaulcenter.org](http://www.thepaulcenter.org)

### POSITION

Reporting to the Board of Directors, the Executive Director has overall operational responsibility for The Paul Center's staff, programs, communications, financial management and execution of its mission.

### RESPONSIBILITIES

#### **Leadership & Management:**

- Work collaboratively with the Board of Directors, committee members and volunteers to translate vision and strategy into action.
- Recruit, employ, train, and manage personnel, both paid staff and volunteers.
- Maintain operating policies and procedures and ensure all personnel and volunteers are properly trained.
- Manage administrative staff including but not limited to administrative assistant, bookkeeper, and facilities manager.
- Maintain a climate that attracts, retains, and motivates a diverse and qualified staff.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the special education, adaptive recreation and human services fields.

#### **Program Management:**

- Provide leadership in developing new and existing programs that meet the needs of the population we serve.
- Ensure ongoing programmatic excellence, rigorous program evaluation, growth and continuous improvement.
- Monitor the quality and efficacy of programming through data analysis, customer feedback and outcome metrics and adjust as needed.

#### **Fundraising & Communications:**

- Participate in and lead fundraising efforts throughout the year.

- Create and implement a development plan that includes fundraising activities, grants and donor development.
- Publicize the organization's activities, programs and goals.
- Establish partnerships and collaborative working relationships with stakeholders including community groups/organizations, school systems, families, individuals, funders, local businesses, and volunteer organizations.
- Keep the board fully informed on the condition of the organization and the important factors influencing it.
- Represent the programs and mission/vision of the organization to agencies, organizations, and the public.

**Finances:**

- Be responsible for developing and maintaining sound financial practices.
- Work with staff, the finance committee, and the Board of Directors in preparing a budget.

**QUALIFICATIONS:**

- Experience in delivery and expansion of quality programs and data-driven program evaluation to improve efficacy of programming.
- Earnest desire and proven ability to create opportunities for individuals with disabilities.
- Organizational management skills with the ability to manage and develop high-performance teams, set and achieve strategic objectives.
- Understanding of the human services industry and educational system including transition planning, self-determination, and human rights.
- Ability to recognize the strengths and interests of individuals with moderate to severe disabilities and translate those interests into meaningful skills and life experiences through quality programming
- Budget management skills.
- Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Communication skills with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to collaborate with diverse groups of people; excellent problem solving and time-management skills.
- Demonstrated proficiency in using the Internet, eMail and advanced skills in the use of Microsoft Office.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in a related discipline, Master's degree is highly preferred.
- Minimum 3 years' experience in non-profit administration and/or special education.
- Knowledge of special education laws, regulations, processes and procedures.
- Proven leadership, coaching, and relationship management experience.

**APPLICATION PROCEDURE:** Apply by submitting your resume to [ThePaulCenter\\_Jobs@Outlook.com](mailto:ThePaulCenter_Jobs@Outlook.com)

*It is the policy of the Paul Center for Learning and Recreation, Inc. not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age, or disability in its education programs, services, activities or employment practices.*