**RED ROCK CENTER FOR INDEPENDENCE**

**JOB DESCRIPTION AND ESSENTIAL FUNCTIONS**

**Job Title: RRCI Executive Director**

Full-time, salaried position, with benefits

Compensation commensurate with qualifications plus benefits.

Applicants must submit a cover letter and resume with three references to: rrci@rrci.org attention Interview Committee.

Applications will be reviewed . Position will remain open until filled.

Red Rock Center for Independence (RRCI), a non-profit governed and run by people with disabilities, is seeking an Executive Director. RRCI serves individuals with disabilities in south west Utah including Washington, Kane, Garfield, Iron, Wayne, Piute, Beaver, Sevier and Millard Counties. The Executive Director is responsible for the overall operations of the Center including staffing, planning, developing, budgeting, implementing and evaluating Center programs; advocacy and systems change activities; and represents the Center, or delegates such representation on the local, state, and national level.

**Qualifications:**

• Bachelor’s degree in appropriate field(s) required. Appropriate experience may be substituted for degree requirement

• Exceptional human relations skills required.

• Access to reliable transportation and the ability to travel required.

• A minimum of three years management and supervisory experience preferred.

• Proven record of results and ability to meet deadlines required.

• Excellent presentational and written communication skills required.

• Computer proficiency in Word, Excel, other spreadsheets, PowerPoint, Internet searches, e-mail, etc. required.

• Experience in public relations and group presentations/public presenting required.

• Strong project management, administrative, and organizational skills required.

• Knowledge of grants, budgeting and finance; successful experience in developing and monitoring an annual organizational budget required.

• Knowledge of the community and its human service network preferred.

• Skilled facilitator and team builder.

• Ability to be flexible, creative, innovative and responsive.

• Knowledge of the independent living movement and its philosophy, disability rights, laws, trends, and accessibility guidelines.

• Demonstrated ability to advocate for disability rights and to increase public awareness on disability related issues.

• Knowledge of assistive devices preferred.

• Experience in working with people with disabilities and first-hand experience with a disability preferred.

• Belief in the independent living movement, its philosophy, principles and primary tenets preferred.

• Desired skills include budgeting, office management, employee supervision, and fundraising.

**Essential Functions and Duties:**

• Reports to the Board of Directors, provides staff support to the Board, and is responsible for implementing the policies and mission adopted by the Board.

• Responsible for hiring, firing, evaluating and supervising staff in a manner consistent with Center Personnel Policies.

• Responsible for ensuring continuing staff development through staff meetings, in-services, workshops, training seminars, and other development and training activities.

• Responsible for management of the Center including planning, programming, development, implementation, and evaluation of Center operations, including staff, volunteers, consultants, computers, properties, etc.

• Responsible for developing and annually evaluating a long-term strategic plan for the Center, in collaboration with the Board of Directors, which includes plans for funding, programming, outreach, consumer satisfaction surveys, expansion, and advocacy/systems change, fund-raising goals.

• Responsible for evaluating, updating, and ensuring annually, in collaboration with the Board of Directors and its committees, that the Center Personnel Policies, Fiscal Policies, By-Laws, Articles of Incorporation, Insurance Policies, Disaster Preparation Policies, and other policies and contracts are up to date and adequately meet Center needs.

• Provides fiscal oversight to the agency, and submits monthly financial reports to the Board of Directors; communicates staff concerns to the Board.

• Monitors all record keeping, evaluation of statistics, reports, etc. Submits reports, needs assessments, and annual accomplishments in a timely manner to the Board of Directors and other funding sources as required.

• Promotes expansion of Center services into geographic locations underserved or not yet being served.

• Has overall responsibility for grant writing and grant management, including identification and analysis of potential funding sources including government contracts, fees, foundations, corporations, and individual donors.

• Serves as chief spokesperson for the Center and acts as liaison with consumer partners and community groups, and may delegate those duties as necessary; represents the Center on various community committees; works in concert with other advocacy organizations to further the Center’s goals and objectives.

• Takes an active role in local, state and national disability and independent living organizations; educates legislators regarding issues affecting persons with disabilities.

• Provides direct service to consumers of the Center as needed, including peer support and information and referral to callers and consumers.

**Physical Demands:**

• Sitting for long periods of time

• Using computer monitor and keyboards, as well as a telephone headset, for long periods of time

• Travel to various community offices as necessary

• Make outreach visits to locations where individuals with disabilities may be contacted

• Attend various outreach and community education events

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Non-discrimination:** RRCI does not discriminate against employees or potential employees and is an equal opportunity employer with regard to the gender, age, disability, ethnicity, race, religious beliefs, or sexual orientation of individuals.