

## **Executive Director**

RRCI, formerly known as Red Rock Center for Independence, is a non-profit organization that serves people of all ages with any type of disability. Core services are provided at no cost to the consumer. In addition to other services, RRCI empowers people with all disabilities through personalized advocacy for those seeking outside services, skills training at an independent living center, community education and outreach, and peer support. The ED will oversee and support a staff of 15-20 employees specializing in various aspects of these and other goals, which may include occasional travel around the Southern Utah area.

Reporting to the board of directors, the executive director (ED) will oversee our programs and staff's operations and strategic planning. The ED will empower and guide the team in elevating relationships with members, partners, and policymakers to ensure that organizations serving the disability in rural communities are well supported. The ED will also partner closely and build relationships with national change agents and funders to ensure the organization is financially healthy and sustainable and positively impacts the movement. The ED will Uphold a culture of respect, inclusivity, and understanding, ensuring that all voices are heard and valued, especially those of the individuals we serve.

### **Objectives of this Role:**

- Work closely with the board of directors to assess and address issues affecting the organization.
- Oversee daily operations of the organization, providing executive direction for program strategies and efficiencies, compliance, and quality assurance.
- Identify and address staffing requirements for efficient operations and maintain a strong work culture that attracts and retains people while driving the organization's mission.
- Increase awareness of the organization by being the main spokesperson and liaison with local media.
- Develop an actionable plan for fundraising and managing grant funds and donations.
- Comply with all county, state, and federal regulations in relation to grants and reporting.

### **Responsibilities**

- Create business plans for achieving goals and objectives set in collaboration with the board of directors.
- Meet aggressive annual fundraising goals in partnership with the board of directors by securing financial support from foundations, corporations, individual donors, and government funding sources.
- Work with staff and board on annual fundraising benefits and additional events and oversee all external communications, including website, marketing collateral, newsletters, and social media.
- Serve as the face of the organization and participate in external events to increase visibility, credibility, and market brand, and develop strategic partnerships to increase community awareness and expand programs.
- Build and lead an effective team dedicated to fulfilling the organization's mission through highly successful programs, community engagement, and fundraising.

### **Required Skills and Qualifications**

- Experience working with individuals with disabilities and other diverse populations, preferably in a professional capacity.
- Five or more years of experience in senior management, preferably with nonprofit organizations.
- Strong experience in public relations, marketing, and fundraising.
- Knowledge of leadership and management principles for nonprofit organizations.
- Proven success working with a board of directors.
- Entrepreneurial mindset with an innovative approach to business planning and change management.
- Dynamic and charismatic team player who enjoys being the public face of an organization.

### **Preferred Skills and Qualifications**

- Bachelor's degree (or equivalent) in business, finance, behavioral sciences, or related discipline
- Experience in managing budgets.
- Exceptional verbal, written, and visual communication skills.
- Experience working with disabled populations

\* RRCI Board of Directors will start reviewing application materials on February 1, 2024, and hiring is scheduled for mid to late March 2024

Job Type: Full-time

Pay: \$70,000 - 80,000 per year DOE

Benefits:

Health and Dental insurance

Paid time off

401K

Schedule:

- Salaried full-time position
- Mainly M-F 8-5; some evenings and Saturdays for special events

Work Location: In person

**Application Guidelines:** Please submit a resume and cover letter detailing how your skills meet the requirements of the position to: [careers@rrci.org](mailto:careers@rrci.org)

**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.

**Reasonable Accommodation Notice:** Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require reasonable accommodation to apply for or perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.