

Posting Executive Director
Children's Assistive Technology Service

Position Type: ED/CEO/President

State: VA

Organization Information

Website: www.atdevicesforkids.org

Mission: The mission of Children's Assistive Technology Service is to ensure that all children with disabilities have access to adaptive devices which allow them to participate with others, achieve mobility, connect socially, and improve health.

Position Details

Job Description: The Executive Director is the chief executive officer of Children's Assistive Technology Service (C.A.T.S.). The executive director provides leadership to the organization and assures that the operations of C.A.T.S. meet all federal, state and grantor standards. In particular the executive director:

- 1.) develops the strategic plan with the Board of Directors (BoD) and drives the activities necessary to meet the annual objectives set to fulfill it.
- 2.) manages the financial health of the organization by setting and meeting annual income and expense budgets.
- 3.) defines the operational structure of the organization: manage paid staff, recruit volunteers and motivate the volunteers that provide the support to the clients.
- 4.) develops metrics to help the BoD and staff (paid and volunteers) to better understand the needs of the clients and our effectiveness in assisting them through our programs.
- 5.) develops and maintains strong strategic relationships with the civic organizations and businesses in our community (*school systems, medical facilities, government*).
- 6.) oversees internal and external communications.
- 7.) leads fund development efforts and serves as an active member of the fund development committee.

Qualifications:

The successful candidate will have exhibited broad leadership skills needed in a non-profit organization which include:

- 1.) strong outreach and speaking skills to build and maintain a strong public presence of C.A.T.S. across the state.
- 2.) fundraising skills to build the level of donations and grants needed to sustain and enable program initiatives
- 3.) organizational skills to provide direction, supervision, and support to paid and volunteer work force
- 4.) operational skills to keep the basic processes that support the work of the organization operating efficiently and in compliance with all governing standards.

The preferred candidate will have had a minimum of 5 years' experience in management/leadership roles and a college degree especially in related fields such as business, marketing, communication, or public policy. This candidate ideally would have experience with the pediatric population and/or persons with physical disabilities.

(We are very open to a candidate that sees this opportunity as a post-retirement close to a successful primary career. Work location is flexible, travel between program locations will be required however some work may be completed on virtual platforms.)

Salary: \$40,000 - \$50,000 commensurate with experience

How to apply:

Interested candidate should send cover letter and resume to:

Laura Alexander, Board Chair

laura@atdevicesforkids.org

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