

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 CATS is to provide opportunities for children with disabilities through equipment re-use. Families help families by passing on gently used pediatric adaptive devices and mobility equipment to meet immediate needs at no cost.

Position Details

Job Description: The Executive Director is the chief executive officer of Children's Assistive Technology Service (CATS). The executive director provides leadership to the organization and assures that the operations of CATS meet all federal, state and grantor standards. In particular the executive director:

- 1.) develops the strategic plan with the 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 our organization: manage paid staff, recruit volunteers and motivate the volunteers that provide the support to our clients.
- 4.) develops metrics to help our BoD and staff (paid and volunteers) to better understand the needs of our 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 and is an active member of the fund development committee.

Qualifications:

Our 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 CATS across the state.
- 2.) fundraising skills to build the level of donations and grants needed to sustain and enable our program initiatives
- 3.) organizational skills to provide direction, supervision and support to our 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.

Our 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 should also 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.)

Salary: \$45,000 - \$55,000 commensurate with experience

How to apply:

Interested candidate should send cover letter, resume, list of references, and salary requirements to:

Laura Alexander, Board Chair

laura@atdevicesforkids.org