



JOB DESCRIPTION, EXECUTIVE DIRECTOR, UTAH PARENT CENTER

About the Organization

The Utah Parent Center (UPC or Center) is a nonprofit organization serving parents throughout Utah since 1983. The UPC is an award-winning training and information center founded by parents of children and youth with all disabilities to help other parents facing similar challenges. The mission of the Utah Parent Center (UPC or Center) is to help parents help their children, youth and adults with all disabilities to live included, productive lives as members of the community. We accomplish our mission by providing accurate information, empathetic peer support, valuable training and effective advocacy to thousands of parents annually through a model of parents helping parents. We also represent families in many systems level activities. UPC staff has built collaborative networks with professional partners in education, health and human service professionals, state agencies and community-based organizations.

General Position Description

The Utah Parent Center Board of Directors is looking for a dynamic leader with expertise in working with families of people with disabilities, effective leadership and management, strong communication skills and public relations. The Executive Director supervises a dedicated, experienced staff with the support of Associate Directors to ensure that key functions of the agency are fulfilled including organization mission and strategy, organization operations, financial performance and board governance. The position reports directly to the Utah Parent Center Board of Directors.

Responsibilities of the Executive Director

- Organization Mission and Strategy:
 - Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, community outreach and collaborations.
 - Establishes and maintains relationships with local, state and national partners to support the rights of families raising children with disabilities and special health care needs.
 - Champion for families raising and caring for infants, toddlers, youth and adults with disabilities and special health care needs.
 - Demonstrates a working knowledge of special health care needs and the full range of disabilities.
 - Demonstrates a working knowledge of service programs and systems across the lifespan including education rights, laws, principles and practices and services for adults with disabilities.
- Organization Operations:
 - With the support of the Associate Directors, oversees staff and implements appropriate resources to ensure that the operations of the organization are sound.
 - Hires, develops and retains qualified, competent, and diverse staff.
 - Ensures sound human resource practices are in place.
- Financial Performance and Viability:
 - Is responsible for the fiscal management of the organization, including working with the Fiscal

Manager to submit a proposed annual budget along with monthly financial statements to the Board of Directors.

- With the support of the Associate Directors, Development Coordinator, and staff, oversees the writing and management of local, state and federal, public and private grants and contracts.
 - In conjunction with the Development Coordinator and the Governing and Advisory Boards, supports fundraising and developing other resources for the Utah Parent Center.
- Board Governance:
 - Works with the Board to support and guide the organization's mission and vision and to ensure that Bylaws meet requirements and are followed.
 - Provides the Board, in a timely and accurate manner, information necessary for the Board to function properly.

Professional Qualifications

- A bachelor's degree or higher or equivalent experience in a related field.
- Experience working with families of people with disabilities in a support, advocacy role.
- Commitment to transparent and high integrity leadership.
- Demonstrated ability to oversee, mentor and collaborate with staff and collaborate with Board members and other volunteers.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making across multiple funding sources, and fundraising.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills.
- Flexibility in working some nights and weekends including occasional statewide/out-of-state travel.
- Senior nonprofit management experience, three years' experience with minimum budgets of \$1M preferred.
- Experience in an organization that uses a peer-to-peer model of providing services preferred.

Salary based on experience.

To Apply

Submit the following documents to: recruiting@utahparentcenter.org

- Resume
- Letter of intent that answers the following 3 questions:
 1. What are your experiences working with families of children with disabilities and with special health care needs in a support or advocacy role?
 2. Describe your engagement with other agencies and groups that support the mission of the Utah Parent Center.
 3. What strengths do you bring to manage an organization with a \$1.5M budget and a statewide presence?
- Names and contact information of 3 people who are familiar with your professional work.

Position is open until filled. Review of applications will begin on July 1, 2018.

Contact: Cassandra Shaw-Myers, cassandra@utahparentcenter.org, (801) 272-1051