

# **JOB ANNOUNCEMENT EXECUTIVE DIRECTOR WESTCHESTER DISABLED ON THE MOVE INC. YONKERS NY**

Westchester Disabled On the Move, Inc., established 1984, is a not-for-profit community based organization. It is a non-residential center for people with disabilities. WDOMI is part of a national/state network of Independent Living Centers dedicated to independence and equal rights for individuals with disabilities. Westchester Disabled on the Move Inc., is staffed and governed primarily by people with disabilities. The programs and services of WDOMI are free to consumers with disabilities and their families. Westchester Disabled On the Move Inc., receives funding from the New York State Education Department as well as other State and Private sources which support our mission.

WDOMI's mission is to: To Improve the quality of life and the rights for all people with disabilities by; Empowering people with disabilities to control their own lives; Advocating for civil rights and a barrier free society; Encouraging people with disabilities to participate in the political process; Educating government, business, other entities, and society as a whole to understand, accept, and accommodate people with disabilities and; Creating an environment that inspires self-respect.

**WDOMI is seeking a dynamic leader who shares a commitment to our mission.**

## **Primary Responsibilities:**

### **ADMINISTRATIVE**

- Oversee each of the Center's programs and ensure that they meet current, appropriate standards.
- Responsible for timely preparation and submission of statistical, narrative and financial reports required by funding contracts.
- Direct and oversee agency administrative operations such as budget planning, accounting and office procedures, inclusive of data collection and activity tracking
- Communicate and collaborate with the Board of Directors for fiduciary stability and strategic planning for the organization
- Make monthly written and oral reports to the Board and keep members informed of major issues of interest and concern to WDOMI and our consumers.

### **ADVOCACY**

- Work to reform/improve existing systems/agencies to better serve people with disabilities.
- Direct preparation of oral or written testimony on appropriate issues to agencies, organizations and legislators.
- Keep public officials informed about issues of interest to consumers and WDOMI-
- Keep informed of applicable laws and issues of interest to people with disabilities and WDOMI.
- Serve on boards, task forces, committees, etc. as necessary to achieve our goals and promote integration, self-direction and other issues of concern to disabled consumers.

### **PROGRAM DEVELOPMENT**

- Monitor WDOMI's overall adherence to our mission, values, philosophy and ethical standards to ensure that we remain true to what we stand for and represent
- Conduct strategic planning with Board and Staff –
- Identify, analyze and prepare proposal information for new funding sources

## **COMMUNITY RELATIONS**

- Responsible for raising funds from government and private sources with cooperation and assistance from community partners the Board and staff.
- Work with Board members to identify and recruit new Board members who can contribute positively to WDOMI's mission.
- Conduct high-level meetings/negotiations with other agencies/organizations and representatives of government as necessary.
- Represent WDOMI's issues and programs to the media through interviews or press conferences.
- Make presentations to community agencies and organizations about WDOMI programs and services.

## **PERSONNEL**

- Oversee Hiring, training, supervising and, if necessary, dismissing staff.
- Oversee disciplinary actions as necessary in accordance with our policies and procedures.
- Work with the Board to review/modify our Employee Policies and Procedures handbook as needed
- Create/maintain a supervisory structure that ensures oversight of service delivery.
- Serve as a mentor for WDOMI's Management staff and facilitate professional development.

## **Minimum Requirements:**

- 4-Year Degree in human services, health care administration, law and related fields. Master's degree preferred
- 4-6 years of experience working in administration, of Independent Living or related agencies.
- Financial and managerial experience
- Extensive supervisory experience overseeing multiple staff and departments.
- Experience analyzing and strategizing and grant writing for organizational growth
- Knowledge of benefits and systems including Medicaid and other government benefits
- Personal and/or professional experience in disability preferred

**WDOMI does not discriminate based on age, sex, disability, race or ethnicity, sexual orientation or religion.**

**LETTERS OF INTEREST AND RESUMES SHOULD BE SENT TO [BOARD@WDOM.ORG](mailto:BOARD@WDOM.ORG). NO PHONE INQUERIES WILL BE ACCEPTED AND MAY DISQUALIFY A CANDIDATE FROM CONSIDERATION. APPLICATIONS WILL BE ACCEPTED UNTIL SEPTEMBER 30,2019.**