

Living Independently for Today & Tomorrow (LIFTT)

Title: Executive Director

Reports: Board of Directors

Location: Billings, Montana

Status: Exempt

Full-time

General Job Description

Under the direction of the Board of Directors (Board), the Executive Director is responsible for overall strategic and operational responsibility for LIFTT's staff, programs, expansion, and execution of its mission, including the management and operation of the organization's financial assets while ensuring compliance with applicable grantors as well as federal and state requirements. The position also requires extensive knowledge of disability issues, the Independent Living Philosophy in the state of Montana and Nationally. The Executive Director shall focus his/her work complimentary to the spirit and intent of this philosophy.

Essential Duties and Responsibilities: The Executive Director is responsible for the overall operations, asset protection and public relations for LIFTT, which is a non-profit organization that provides support services and resources to assist individuals with disabilities to live independently.

Leadership & Management:

- Actively engage and energize LIFTT peers, volunteers, board members, event committees, partnering organizations, and funders.
- Lead, coach, develop, and retain LIFTT's high-performance senior management team.

- Ensure effective systems to track scaling progress and regularly evaluate program components, in order to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Serve as chief spokesperson and act as liaison for LIFTT with local, state and national entities, regulating authorities, consumers, partners and community groups as well as delegate such duties as necessary; represent LIFTT on various community committees; collaborate with other advocacy organizations to further LIFTT's goals and objectives.
- Take an active role to educate local, state and national disability agencies as well as other independent living organizations regarding issues affecting persons with disabilities.
- Collaborate with existing Board members to recruit, develop and train new members: empower Board involvement with the strategic direction of both ongoing local operations and national objectives important to persons with disabilities.
- Collaborate with the Board and its committees to annually ensure, evaluate and update policies and contracts to adequately meet LIFTT's needs, including Personnel Policies, Fiscal Policies, By Laws, Articles of Incorporation, Insurance Policies, Disaster Preparation Policies, etc.

Personnel Development and Supervision:

- Hire, evaluate and supervise staff in a professional manner consistent with LIFTT's personnel policies.
- Propose to the Board any new positions and/or job title changes as well as proposed pay raises for consideration.
- Present to the Board proposals for any termination of an existing employee with documentation to support cause for discharge.
- Maintain up to date personnel files, including rewards/acknowledgements of achievement, disciplinary action, plan to address disciplinary issues, and grievances employees submit to their immediate supervisor and/or the Executive Director.
- Enforce Board approved employee policies, procedures and benefits in accordance with federal and state requirements.
- Work closely with other administrators and staff members to ensure staff have feasible access to appropriate support systems as well as responsive and quality services.

- Ensure continuing employees' professional growth through staff meetings, in-services teachings, workshops, seminars, and other development and training activities.
- Ensure employee cross-training to minimize disruption of services should a consumer's assigned staff not be available.

Agency Oversight

- Ensure coordination and delivery of the four core services of independent living to consumers and communities throughout LIFTT's 18 county service area, including individual and systems' advocacy, information and referral services, peer counseling, independent living skills training, and deinstitutionalization.
- Develop and annually evaluate long-term strategic plans for LIFTT in collaboration with the Board, staff, peers, consumers and partnering agencies, including plans for funding, programming, outreach, consumer partner surveys, expansion, and advocacy/systems change while assisting the Board in setting and meeting fund-raising goals.
- Provide fiscal oversight to the agency and submit quarterly financial reports to the Board.
- Communicate staff concerns to the Board.
- Monitor all record keeping, evaluations of statistics, reports, etc.
- Submit reports, needs assessments, and annual accomplishments in a timely manner to the Board and other funding sources as required.
- In collaboration with the Financial Director, review accounting functions, including those necessary for auditing, budgeting, financial analysis; capital asset, property management and payroll in accordance with generally accepted accounting principles outlined in A-122 and EDGAR, Board approved policies and procedures and all other applicable rules and guidelines.

Fundraising & Communications:

- Expand local revenue through generating and fundraising activities to support existing program operations and regional expansion, while building assets to sustain the agency.
- Deepen and refine all aspects of communications—from web presence to external relations in order to increase LIFTT's public image and to garner new professional opportunities.

- Effective grant writing and grant management, including identification and analysis of potential funding sources such as government contracts, fees, foundations, corporations, and individual donors.
- Present at local, state and national meetings and conferences to advance best practices as LIFTT expands as an organization.

Planning & New Business:

- Complete strategic business planning for program expansion and funding.
- Build partnerships and relationships with funders, political and community leaders in order to access diverse funding resources.
- Publish and communicate program results locally and nationally, emphasizing local program successes as a model for regional and national replication.
- Promote expansion of services into geographic locations underserved or not yet served.

Qualifications

- A personal experience with a disability as recognized by the Rehabilitation Act of 1973; **and/or** a Bachelor's Degree **and/or** experience providing direct services to individuals with disabilities or disability related issues.
- Bachelor's Degree preferably combined with a track record of effectively leading a performance- and outcomes-based organization and staff with the ability to develop and operationalize strategies to continue the advancement of LIFTT as a respected and recognized community resource.
- A driving knowledge and passion for supporting persons with disabilities with **a thorough** knowledge of the Independent Living Philosophy.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Ability to work with and under a Board of Directors.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovate approaches to business planning
- Possess passionate, visionary, integrity, mission-driven, and self-directed aptitudes

This is an exempt status. The salary is dependent on quantity/quality work, and duration of employment, experience, and education as well as contingent on continued grant funding.

It is a policy of LIFTT to comply with all applicable local, state and federal laws prohibiting discrimination. LIFTT is committed to providing a workplace free of discrimination and harassment.

The above declarations are not intended to be an all-inclusive list of duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. LIFTT's Board of Directors reserves the right to modify, add, or remove duties and to assign other duties as needed.

I have read and understand the duties outlined in this job description. My signature indicates my commitment to perform these duties to the best of my ability and to the satisfaction of the evaluation process to be completed to measure the duties outlined.

Executive Director

Date

Board of Directors (President)

Date