

Arizona Disabled Sports

Position: EXECUTIVE DIRECTOR

Salary: \$40,000 - \$55,000 (DOE)

Benefits: Health and dental benefits provided.

Start Date: Applications accepted through September 30th, 2015 at 11:59pm PST. Start date TBD.

Job Description: The Executive Director for Arizona Disabled Sports is a full-time, 40 hours per week position. The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. This position requires good writing skills, good communication skills, flexibility, and the ability to work with a variety of people.

The Executive Director should demonstrate competence in the following areas:

Adaptability	Focus on Client Needs	Planning
Ethics	Organization	Effective Communications
Making Decisions	Thinking Strategically	Leadership
Public Speaking	Creativity/Innovation	Problem Solving
Building Relationships	Fostering Teamwork	

Distinguishing features: The Executive Director may be required to work evenings, weekends, and holidays to accommodate recreation program activities. Supervision is received from the Board of Directors, who review work through observation, conferences, reports, and results achieved.

QUALIFICATIONS

Minimum Qualification(s) Required: Graduation from an accredited college or university with a Bachelor's Degree in Recreation or a related field. A minimum of five years of progressive management experience in a voluntary/non-profit sector is preferred.

Special Requirement(s): Must possess a valid Arizona Drivers' License by hire date.

Preferred/Desirable Qualification(s): Certification by the National Council for Therapeutic Recreation Certification (NCTRC) or the National Recreation and Parks Association (NRPA). Membership in the Arizona State Therapeutic Recreation Association (ASTRA) or Arizona Parks and Recreation Association (APRA) is preferred. Experience in the field of adaptive recreation is preferred. Cardiopulmonary Resuscitation (CPR) and First Aid certification is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Leadership and management principles as they relate to non-profit organizations;
- Current community challenges and opportunities relating to the mission of the organization;
- Project management;
- Financial management; and
- Adaptive recreation.

The Executive Director performs the following:

Leadership:

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization;
- Identify, assess and inform the Board of Directors of internal and external issues that affect the organization;
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities;
- Foster effective team work between the Board and the Executive Director and the Executive Director and staff;
- Act as a spokesperson for the organization;
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate;
- Represent the organization at community activities to enhance the organization's community profile.

Operational Planning and Management:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
- Ensure that the operation of the organization meets the expectations of clients, Board and Funders;
- Oversee the efficient and effective day-to-day operation of the organization;
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained;
- Provide support to the Board by preparing meeting agendas and support materials.

Program Planning and Management:

- Oversee the planning, implementation and evaluation of the organization's programs and services;
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board;
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality;
- Oversee the planning, implementation, execution and evaluation of special events and projects.

Human Resources Planning and Management:

- Ensure that all staff receives an orientation to the organization and that appropriate training is provided;
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review;
- Coach and mentor staff as appropriate to improve performance.

Fundraising:

- Work with Board to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, etc;
- Work with fundraising committee in their efforts to raise money;
- Take the lead in certain types of outreach efforts, as agreed upon with the Board;

- Monitor fundraising efforts to ensure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Financial Planning and Management:

- Work with staff and board (Finance Committee) to prepare comprehensive budget;
- Work with the Board to secure adequate funding for the operation of the organization;
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization;
- Participate in fundraising activities as appropriate;
- Approve expenditures within the authority delegated by the Board;
- Work with the Finance Committee to ensure that sound bookkeeping and accounting procedures are followed;
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization;
- Work with the Finance Committee/Treasurer to ensure comprehensive, regular reports on the revenues and expenditure of the organization are provided to the Board.

Community Relations/Advocacy:

- Communicate with funders to keep them informed of the work of the organization and to identify changes in the community served by the organization;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

Risk Management:

- Identify and evaluate the risks of the organization's people (clients, staff, volunteers), property, finances, goodwill, and image and implement measure to control risks;
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage;
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

Marketing:

- Create newsletter four times per year;
- Maintain organization's web site;
- Create marketing materials for organization and monitor the appropriate use and distribution of all items.

Broadway Recreation Center:

- Select, train, supervise and evaluate staff and coordinate job responsibilities;
- Securing, scheduling and preparing recreation facility.

Additional Requirements:

- This position requires the use of personal or the AzDS vehicles on AzDS business. Individuals must be physically capable of operating vehicles safely, possess a valid drivers' license, and have an acceptable driving record. Use of a personal vehicle for AzDS business will be prohibited if the employee is not authorized to drive an AzDS vehicle or if the employee does not have personal insurance coverage.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by AzDS as the needs of AzDS and requirements of the job change.

Please submit cover letter, resume, references and application to Lane@arizonadisabledsports.com or fax to 480.610.2257.