

Position Profile – Executive Director



Service, Advocacy, and Community

BY PEOPLE WITH DISABILITIES, FOR PEOPLE WITH DISABILITIES

Founded in 1981, The Center for Independence (CFI) is a non-residential, community-based 501(c)(3) non-profit organization operated by people with disabilities, serving people with disabilities ages 14 and up. We are grassroots, disability led organization that serves people with all disabilities.

With offices in Lakewood and Marysville, Washington CFI serves the following counties: Thurston, Pierce, South King, Snohomish, Skagit, Whatcom, Island, and San Juan. CFI has 15 employees and an annual budget of \$1,000,000.

We serve as a resource for individuals with disabilities to fully access and participate in the community through outreach, advocacy, and independent living skills development. We work together with participants to achieve independent living goals such as self-advocacy, self-sufficiency, and self-determination.

The Position Overview

The Executive Director (ED) of Center for Independence is responsible for leading the strategic growth and direction of the organization as well as the successful day-to-day operations of the Center's programming and services. The ED directly supervises the management team, oversees all other staff positions, and reports to the Board of Directors (Board). The ideal candidate for ED needs to possess the following characteristics:

Servant Leader – as the leader of a talented and committed staff team and a dynamic Board of Directors the new ED must be able to articulate a clear vision for the organization while leading and managing for success and mission expansion.

Community Advocate – as the primary spokesperson for the organization the ED must be a visible and vocal advocate for individuals with disabilities and the independent living community. They need to be active in regional, state and national forums for the rights and advances of persons with disabilities and full and fair access for everyone.

Resource Generator – as ED they are responsible for generating increasing levels of revenue to grow the already exceptional services and programs of CFI. Through a combination of fundraising, grant acquisition, government support and fee for service programs the new ED will be expected to have experience in generating revenue

Diversity, Equity, Inclusion and Accessibility Champion– as ED they must possess a strong understanding of DEIA and a lived experience of the disability community. They must have a complete understanding of the principles of DEIA to foster and inclusive and equitable environment for staff, board, and the community that CFI serves.





Program Expertise – as the leader of the organization the ED must have a strong understanding of the program areas for individual with disabilities and the independent living community. The ability to expand the existing base of program excellence will be a key area of focus for the new ED. Demonstrated experience and knowledge of service delivery is essential.

Qualifications

- Bachelor's degree in a related field; master's or advanced professional degree preferred.
- Five to eight years of senior-level leadership and management experience, including personnel management, operations management, and financial management. Experience in business or nonprofit management preferred, although all industry backgrounds are welcome.
- Demonstrated knowledge of the independent living philosophy and empowering people with disabilities. Personal experience with disability preferred.
- Demonstrated ability to work with and incorporate the perspectives and input of a diverse range of people, backgrounds, and skills.
- Demonstrated effective interpersonal skills and ability to collaborate productively with a broad variety of audiences, partners, and constituents.
- Experience in working with governing boards or similar structures.
- Proven track record of success in securing grants and donations.
- Strong writing and communication skills with experience in crafting compelling grant proposals and fundraising materials.

Personal Attributes and Values

Delegates effectively • Effective communications skills • Effective internal and external relationship manager • Embraces diversity, equity, inclusion & access • Embraces quality management • Impeccable integrity • Innovative Initial Focus • Leader-inspires others • Passion for CFI's mission, vision and values • Plans and organizes effectively • Positive attitude • Problem solver • Promotes safety and security • Sound judgement • Strong work ethic • Strong ability to navigate through ambiguity and adapt to changing circumstances • Team Player • Values Focused

Initial Focus

- Build strong working relationships with staff, senior management team and volunteers
- Become conversant with current operations strengths and areas of potential improvement
- Complete review of funding streams and analysis of fundraising and revenue opportunities

Compensation

Salary range is \$80,000 to \$85,000 a year, plus excellent benefits package

TIMING AND APPLICATION

The position is open until filled. Candidates are encouraged to apply as soon as possible. To apply or view the status of the position go to: www.hagelsearch.com/cfied.

- All submissions will be acknowledged and will be held in strict confidence.
- The starting date for the successful candidate will be subject to discussion between the candidate and the Center for Independence.
- Finalists for the position will be required to participate in a behavioral and emotional intelligence assessment. The assessments are web-based, take about 90 minutes, and help match the candidate's attributes and competencies with the desired attributes and competencies for the position. All results are held strictly confidential.
- Formal background checks will be conducted on finalists for the position, with their permission.

Success Story: Colleen & Miss Kitty

Colleen described her life as living in "squaller and limbo land" for years. She experienced several falls and an auto accident that landed her in a rehabilitation facility, worrying her children. Colleen had a goal of living independently again with support in place to keep her stable. Our IL Coordinator Matt completed an extensive apartment search and was able to locate an apartment. In May, Colleen and her beloved cat "Miss Kitty" were able to step foot into their new apartment stating that "Miss Kitty and I are in a very good place now. And my children don't have to worry." stating that Matt went "above and beyond." We are so grateful to be able to help others achieve their independence again.

- CONTACT INFORMATION For further information please contact: Dean M. Hanks 253.576.6322 or deanhanks@gmail.com DO NOT submit your application to this email address.
- To learn more about CFI please visit our website at www.cfi-wa.org.

Center for Independence is an equal opportunity employer and provider of employment and training service. CFI does not and will not discriminate based on race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. CFI is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs and activities. To request reasonable accommodation contact, Dean M. Hanks, 253-576-6322 or deanhanks@gmail.com.

