



## **JOB ANNOUNCEMENT**

**Executive Director  
Salt Lake City, Utah**

### **THE ORGANIZATION**

The Disability Law Center (DLC) is a private non-profit agency that works to enforce and strengthen laws that protect the opportunities, choices and civil rights of people with disabilities in Utah through legally based advocacy. We are part of the federally mandated Protection and Advocacy (P&A) network. The DLC is working to make our community a place where all people are treated with equity, dignity, and respect. We provide self-advocacy assistance, legal services, disability rights education and public policy advocacy on behalf of the more than 400,000 people with disabilities in Utah. The DLC does this work statewide and free of charge for people with disabilities and their families. In the past 10 years alone, they have provided assistance to more than 40,000 individuals.

### **THE OPPORTUNITY**

The Disability Law Center is seeking a talented and visionary leader for the position of Executive Director. The ideal candidate for this position will have a passionate commitment to advancing the rights of persons with disabilities and an understanding of disability civil rights, history and law. This person will have responsibility for the overall statewide operation of the agency. Responsibilities are both managerial and representational and include program planning, strategic budgeting, evaluation and reporting, financial planning and monitoring, organizational development, human resources, legislative and public policy advocacy, fundraising, public affairs and public relations.

### **POSITION RESPONSIBILITIES**

The Executive Director (ED) provides leadership and direction for the operations and programs of the DLC and ensures that the organization is financially sustainable. The ED is responsible to promote increased awareness of the organization in the local community and the disability community. Specific responsibilities include:

#### **Board of Trustees**

- Responsible for nurturing the development of a proactive, supportive and knowledgeable Board of Trustees.
- Engages the board in the work of DLC, strategic development and articulation of vision.
- Assists the Board in creating and maintaining active committees to supervise specific areas of the Executive Director's role. The ED coordinates staff support to the Board and its committees.
- Assists the Board in the development of an annual plan for activities.
- Implements the policies and directives of the Board.
- Prepares and submits timely administrative reports as required by the Board.

- Attends and participates in Board and committee meetings to provide information and receive general direction as required by the Board.
- Assists the Board in an assessment of its skills and aides in the recruitment and orientation of new members.
- Supports the board in fulfilling their fiduciary responsibility including development of resources.

### **Planning and Evaluation**

- Responsible for the overall planning, organizing, direction, supervision and evaluation of the Disability Law Center and its activities.
- Develop an annual strategic plan and budget with the board that maximizes the effectiveness of resources.
- Conduct staff planning retreats to receive input on the overall direction of the DLC and management issues and to assess progress toward goals and objectives, identify needs, set priorities and develop strategies.
- Develop structure for the agency that maximizes the effectiveness of DLC staff resources.
- Conduct regular evaluations of the DLC services and develop reports and analysis on specific topics on a proactive basis.
- Support and, as appropriate, supervise the Managing Attorney in the planning, evaluation and supervision of the legal work of the DLC.
- Assist the Director of Community Relations in the planning, evaluation and supervision of all non-legal advocacy work of the DLC.
- Ensure ongoing and meaningful input in the services of the DLC from key stakeholder communities including persons with disabilities, members of the Bar, ethnic communities, etc.
- Supervise required programmatic and financial reports to all federal, state, local and private funders.

### **Emerging Issues**

- Responsible for anticipating and planning for emerging needs of the agency.
- Review state and Congressional action, federal laws, National Disability Rights Network (NDRN) polices, etc to determine actions that need to be taken by the DLC.
- Proactively develop strategies to ensure that the DLC continues to grow as an organization.

### **Human Resources**

- Responsible for creating a progressive and productive work environment for the DLC's 25+ employees.
- Motivate and inspire staff members.
- Oversee procedures for selection and hire of competent personnel.
- Evaluate, budget and identify a set of employee benefits that will enhance the health, welfare and productivity of the staff and present recommendations to the Board for approval.
- Create job descriptions, job classifications and performance measures for all staff and all positions.
- Organize personnel resources statewide in a structure which effectively enables the DLC to carry out its

goals and objectives.

- Make staff advancements, probationary measures and terminations as appropriate.
- Support employees in personnel matters related to disability, family leave, etc.

### **Community Relations**

Coordinate with and support the efforts of the Director of Community Relations in creating an overall favorable image of the Disability Law Center, its services and its role in advancing and protecting the civil rights of people with disabilities in Utah.

- Promote and maintain effective working relationships with government officials, public and private agency officials, and other such persons involved in direct or indirect services to individuals with disabilities.
- Increase awareness of the Disability Law Center among people with disabilities, particularly those under served by the DLC such as the homeless, persons with brain injuries and communities of color.
- Assume an ongoing public information program through the media, newsletters, and other publications to apprise citizens of the services of the Disability Law Center and the rights of citizens with disabilities.
- Serve as chief spokesperson for the DLC in the media, or designate that role to a more appropriate person.
- Participate on local, state and national Boards and committees concerned with the needs of people with disabilities.

### **Development**

Coordinate with the Development Director and Board of Trustees to increase the diversity and amount of funding for Disability Law Center programs and services and to establish a long-term source of non-federal funding for the DLC.

Work closely on development goals with “and Justice for all” a collaborative fundraising project with other legal aid partners, Utah Legal Services and Legal Aid Society of Salt Lake City.

### **Legislative and Public Policy Advocacy**

Coordinate with the Public Policy Advocate(s) in the development of policy initiatives, positions, legislation and other activities that protect or further the legal rights of people with disabilities in the Utah State Legislature and Congress.

### **Fiscal and Program Management**

- Responsible for the overall financial management of the agency’s 1.6 million dollar budget.
- Develop the annual strategic budget.
- In coordination with the CFO, develop three-year projections for the budget on an annual basis accounting for cost increases, revenue projections, and other factors.
- Monitor and control the financial affairs of the Disability Law Center.
- Conduct all financial management practices according to generally accepted accounting principles and ensure internal control systems are in place to provide accurate accounting of funds.

- Arrange for an annual independent audit of the DLC and ensure that each audit is clean.
- Regularly report the financial status of the agency to Board, appropriate funding sources and other bodies as required.
- Responsible for the accurate completion of all financial and program reports required by federal, state, local and private funding sources.
- Perform related tasks consistent with skills, abilities and general responsibilities as assigned.

## **DIMENSIONS**

### **Budget**

1.6 million dollars (approximately)

### **Staff**

29 employees

### **Clientele**

Staff and Board of Trustees of the Disability Law Center, persons living with disabilities in the state of Utah, federal state and local government officials and agencies, federal and private funders and the broader legal and disability communities.

### **Relationships**

This Executive Director works directly with the staff and Board of Trustees of the Disability Law Center, elected officials at the state and national level, other community based organizations and the leadership of Utah's disability community. Cooperative working relationships are maintained with these individuals/agencies to ensure that the Disability Law Center functions well internally and is seen as an effective, efficient and responsible agency.

Work collaboratively with the Developmental Disabilities Council of Utah and the Center for Persons with Disabilities at Utah State University to implement the provisions of the DD Act and to coordinate efforts to address emerging issues in the disability community.

### **Knowledge, Skills and Abilities**

Must be sensitive to people with disabilities and knowledgeable about federal and state laws, programs and issues concerning persons with disabilities. Requires excellent oral, written and interpersonal communications skills. Must have management skills to train personnel, delegate responsibility, and develop an effective organization. Must be able to prepare a budget and monitor expenditures. Demonstrated ability to provide leadership, encouragement and opportunities for development of staff. Position requires personal flexibility, energy, stamina, and diplomacy. Must be able to travel statewide and nationally.

### **Problem Solving**

Must be able to solve problems independently. Must have the ability to prioritize workload and meet deadlines. Demonstrated ability to conduct staff and client assessments for the purposes of planning and evaluation of DLC

services, strategies and goals.

### **Required Work Experience**

Minimum of ten years job related work experience with demonstrated competence in the following areas: working with people with disabilities, familiarity with the legislative process, budget, program planning, and non-profit or government management responsibility.

### **Decision Making and Problem Solving**

Selection, discipline, and termination of agency personnel. Develops programs and works with staff to set agency priorities. Represents agency in community. Negotiates agency contractual agreements. Sets budgets and approves expenditures.

### **Freedom to Act**

The incumbent has general freedom to act within the assigned responsibilities and with consultation of the President of the Board of Trustees. Reporting is accomplished through oral and written reports to the Board.

### **QUALIFICATIONS**

- A law degree or Master's Degree in Business, Education, Human Resources, Management, Public Administration, Human Services or other related field.
- Experience managing a complex organization.
- Not less than 10 years professional experience in positions with increasing administrative and managerial responsibilities.
- A passionate commitment to advancing the rights of persons with disabilities.
- Knowledge about disability and/or civil rights law and history.
- Proven successful experience in working with non-profit organizations and with volunteer Boards of Directors.
- Proven successful experience in working with governmental entities on issues related to systemic advocacy for people with disabilities or other populations with similar needs.

### **Past work experience *should* include successful:**

- Advocacy skills at the individual and systematic levels, including state and federal issues.
- Budget creation and management.
- Direct responsibility for personnel and human resource management.
- Working with a Board of Directors.
- Business management decisions based on fiscal realities and organizational mission and values.
- Analysis of political landscape and programmatic trends.
- Interagency coordination/cooperation.
- Quality relations with the media.

**Demonstrated skills *must* include:**

- Excellent verbal and written communication.
- Building linkages to the legal, political, foundation and disability communities.
- Successful strategies in solving problems and bringing together divergent agendas.
- Managing multiple funding sources and agendas.
- Planning long-term goals and implementing strategies to accomplish said goals.

**Knowledge of:**

- State, local and federal programs and services for people with disabilities and their families.
- Current trends in the field of disabilities and human services.
- Applicable rules, laws and regulation related to personal management, fiscal management of organizational resources.
- Internal management and fiscal controls.

**Ability to:**

- Provide the overall direction to the organization in carrying out its mission.
- Serve as the lead staff and professional resource to the Board of Directors.
- Serve as a role model for the agency staff, mentor the growth of all staff and set the pattern of work expectations for other staff.
- Provide leadership and vision within the disability community.
- Willingness to work irregular and extended schedules.
- Willingness to travel throughout Utah and the United States.
- Self-starter, with proven ability to manage schedule and establish priorities that respond to the mission and the goals of the organization.

**COMPENSATION**

The Disability Law Center offers a competitive salary and benefits package outlined below. The salary range for this position is \$60-75,000 range, depending on education and experience. The DLC is an affirmative action/equal opportunity employer that welcomes persons of color, women, LGBT persons and people with disabilities for this position.

- Health Insurance (single coverage the employee pays \$25 monthly, additional insured's employee pays 100%)
- Dental Insurance (single coverage the employee pays \$5 monthly, \$29 per month for family coverage)
- Short-term Disability (DLC pays 100%)
- Long-term Disability (DLC pays 100%)
- Employee Life Insurance (\$50,000 and DLC pays 100%)

- Dependent Life Insurance (DLC pays 100%)
- Accrue 4 hours of sick leave per pay period (26 pay periods per year x 4 hours = 104 hours or 13 days)
- Years 1 – 2 accrue 4 hours of annual leave per pay period (26 pay periods per year x 4 hours = 104 hours or 13 days)
- Years 3 – 5 accrue 6.15 hours of annual leave per pay period (26 pay periods per year x 6.15 hours = 160 Hours or 20 days)
- Years 5+ accrue 7.08 hours of annual leave per pay period (26 pay periods per year x 7.08 hours = 184 hours or 23 days)
- Flexible spending account
- 11 fixed holidays and one floating holiday
- 401k (currently the DLC contributes 5% of pay...can change in future)

#### **FOR MORE INFORMATION**

To learn more about the Disability Law Center, you can visit our website at [www.disabilitylawcenter.org](http://www.disabilitylawcenter.org)

To learn more about the Protection and Advocacy Network, you can visit the National Disability Rights Network website at [www.ndrn.org](http://www.ndrn.org)

#### **APPLICATION**

Please submit a cover letter and resume electronically to Staci Duke at [sduke@disabilitylawcenter.org](mailto:sduke@disabilitylawcenter.org). In your cover letter, please include a brief personal statement as to your particular suitability and enthusiasm for this position. The position will remain open until filled, with review of applications to commence on Friday, April 2, 2010. If you have any questions, please contact Staci Duke via e-mail or by phone at 801-363-1347.