 **Position Description**

|  |  |
| --- | --- |
| **Position Title** | Chief Executive Officer (CEO) |
| **Hiring Range** | $150,000 - $185,000 |
| **FLSA Status** | Exempt |
| **Closing Date** | May 21, 2025 |
| **About CSAVR** |
| **Our Mission** | The mission of the Council shall be to maintain and enhance a strong, effective, and efficient national program of public vocational rehabilitation which, in partnership with education, business and the workforce system, empowers individuals with disabilities to achieve employment, economic self-sufficiency, independence, and integration into communities. |
| **About the position** | The role of the CEO of CSAVR (Council of State Administrators of Vocational Rehabilitation) is to spearhead the organization’s membership comprised of chief administrators of State Vocational Rehabilitation Agencies (SVRAs). This pivotal role will work to fulfill our mission while providing strategic direction to propel and expand our impact to empower those with disabilities through advocacy, collaboration, and networking. Some responsibilities include effectively leading staff, managing people, developing resources, and fostering legislative partnerships. This incumbent will serve at the discretion of the Officers and report to the Officers and Executive Committee.  |

|  |
| --- |
| **Minimum Qualifications** |
| **Education and Experience** | * 7 years of prior experience as a CEO, Executive Director, or related position in a government, nonprofit, business for profit, or foundations.
* Advanced Degree
* Financial Management
* Business Development
* Governmental Affairs
* Experience in the field of rehabilitation preferred
 |
| **Knowledge, Skills and Abilities** | * Ability to collaborate within and outside of the Council
* Knowledge of best practices and legal compliances
* Public speaking
* Effective and clear communication skills, both verbal and written
* Ability to lead and manage
* Motivational and leadership skills
* Ability to be proactive and forward thinking
* Skilled in problem-solving and decision making
* Maintain integrity and high ethical values
* Ability to adapt and be resilient
* Ability to develop strategic plans
* Knowledge of public policies and understanding of the political process
 |

|  |
| --- |
| **Key Responsibilities** |
| * Serve as an advisory body to the Rehabilitation Services Administration and other agencies advocating for enhancements of vocational rehabilitation services.
* Provide a forum for State Vocational Rehabilitation Agencies (SVRAs) to formulate and express a collective viewpoint on vocational rehabilitation.
* Establish and maintain effective management with staff to include appointment, discipline, and removal.
* Communicate the mission of the council, the need for vocational rehabilitation services, and the services provided by vocational rehabilitation to the public and stakeholders.
* Direct and encourage the National Employment Team (NET) to develop and grow business relationships.
* Compose, execute, and revise the annual budget.
* Execute all fiscal agreements and maintain documentation.
* Ensure accurate financial reporting by means of external audits and reconciliations.
* Develop a rapport with federal agencies, the National Council of State Administrators for the Blind (NCSAB), other organizations, and Congress to establish and maintain effective working relationships with all parties.
* Act as a liaison between the Council and its members, allied organizations, and the public.
* Disseminate weekly communication on legislative updates.
* Facilitate events and forums to address key priorities, policy updates, education concerns and needs, legislative changes, and needs for vocational rehabilitation, and respond to questions.
* Effectively lead, supervise, manage and evaluate CSAVR staff in performing their responsibilities.
* Any additional needs that arise to fulfill the mission.
 |

|  |
| --- |
| **Working Conditions** |
| **Physical Demands** | * Must be able to use a variety of office equipment.
* Physical requirements are consistent with light work.
 |
| **Work Environment** | * Must be able to work independently, under minimal supervision.
* Must be able to work in an office setting if needed.
* Must be able to effectively telecommute.
* Requires frequent contact with the public and various partners.
* Requires extensive overnight travel.
* Requires domicile in Washington, D.C. 50% of the time during Congressional Session.
 |

**Disclaimer:** The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive document of all duties, responsibilities, and skills that may be required of the employee assigned to this position. This description may be revised by the Officers, with Executive Committee review and approval, at any time. This document is not intended to be an employment offer or contract.

**Please email resume, cover letter, and vision statement for CSAVR to CSAVR-CEO@SCVRD.NET**

|  |  |
| --- | --- |
| **Version Date** | 05/07/2025 |