

Disability Equity Center

Job Title: Executive Director

Reports to: DEC Board of Directors

Compensation: \$45,000-55,000 per annum commensurate with experience with an additional health insurance stipend of up to \$6,000 per annum

Hours: Up to 40 hours per week with occasional evening and/or weekend work as needed.

This position is at-will.

About Disability Equity Center (DEC)

The primary goal of the Disability Equity Center is to be an inclusive cultural, pride, and resource center that meets the diverse needs of people living with disabilities across the Willamette Valley, as well as their family and friends. DEC assists with resource and systems navigation by offering connections, addressing gaps, and augmenting partnerships across formal and informal disability support services. DEC is also a leader in community education and outreach, doing disability justice work, fighting ableism, and changing social misperceptions about people with disabilities.

Position Summary

The DEC Executive Director position offers a unique opportunity to build an organization from the ground up, offer grassroots social justice leadership, and work in a new non-profit with close ties to the Corvallis community, local healthcare providers, social service organizations, area school districts, and Oregon State University.

Executive Director responsibilities include budgeting, fundraising, networking with community partners, strategic planning, grant writing, and working closely with the Board of Directors. In addition, the Executive Director oversees and assists with daily operations including, but not limited to, managing Center programs and supervising staff. This position requires flexibility, visionary thinking, disability pride, and deep commitment to justice and equity.

Position Responsibilities:

The Executive Director is responsible for carrying out the mission of DEC and includes the following:

Community relations

- Network in the community to enhance awareness of the DEC, attract prospective donors and volunteers, and facilitate resource access and sharing
- Develop and maintain collaborations and partnerships with Corvallis and other Mid-valley community organizations as well as OSU campus groups and departments

- Establish new ties, partnerships, and opportunities in the community, and strengthen existing ones

Financial responsibilities

- Ensure the financial health of the organization through the following:
 - Work with board, staff, and volunteers to develop and implement a fundraising strategy
 - Identify potential grant funds and write grant applications
 - Oversee financial matters of the DEC– paying bills and creating a balanced fiscal budget for board approval

Responsibilities to the Board

- Act as a liaison between the board and the DEC
- Attend regularly scheduled board meetings and report to the Board on financials and DEC activities
- Help the Board enacts its goals and advise as necessary about the organization’s mission and vision

Staffing, Operations, and Volunteers

- Actively foster an environment where disability culture is celebrated and access is paramount
- Recruit, terminate, supervise, and mentor staff and volunteers
- Manage the overall day-to-day operations of the DEC
- Oversee development and delivery of DEC programming
- Other tasks as assigned or required

Desired skills and experience:

- Experience working in a setting which includes people with disabilities and fosters their inclusion and success
 - Understanding the responsibilities for directing a non-profit organization in accordance with federal, state, and local non-profit and employment law
 - Ability to take initiative, facilitate program creation, and identify needs and match these needs with DEC and community resources
 - Understanding of budgeting, financial forecasting, and general financial stewardship
 - Ability to work collaboratively within a team of staff and volunteers
 - Ability to accomplish tasks with minimal staffing and minimal or no supervision
 - Demonstrable communication and networking skills

Additional preferred skills:

- Fundraising experience
- Proven track record in grant writing
- Previous role in a supervisory position
- Demonstrable ability to empower community building

- Fluency in another language/other languages
- Social media skills
- Previous non-profit experience

Questions

Please e-mail: Abby Mulcahy at amulcah@gmail.com and Allison Hobgood at corvallisdisabilityjustice@gmail.com

Applications

To apply, please submit a resume, cover letter, and contact information for three references to Abby Mulcahy at amulcah@gmail.com. Application packets submitted before March 30, 2021 will be given full consideration.