

COMMUNITY EMPLOYMENT ALLIANCE

POSITION ANNOUNCEMENT

Executive Director

\$55,000 per year plus \$600/month benefits allowance

Full-time, Based in Olympia, WA

The Organization

The Community Employment Alliance is a powerful network of organizations and individuals engaged in helping people with disabilities become employed. The Alliance is a non-profit, advocacy organization with a statewide membership of 50 for-profit and non-profit businesses as well as individual advocates.

Our mission is to ensure a future in which people with disabilities have the same community employment opportunities as all other citizens. We have a long-term vision that looks forward to the day when communities throughout Washington accept and support all people to contribute and participate in society. These inclusive communities will embrace diversity within their workforce and within their total social structure and will become models for inclusiveness throughout the Nation.

The Community Employment Alliance was formed in 2009, bringing together members of the old Rehabilitation Enterprises of Washington (REW) and Partnership 2020 into a new, single voice for employment providers in Washington State. Our focus is on transforming both the service delivery system and service providers in order to break down persistent barriers to the employment of people with disabilities.

The Position

The Executive Director (ED) reports to the Board of Directors and is currently the only employee of the Community Employment Alliance. The ED directs the day-to-day affairs of the organization and supports the Board's strategic planning and policy-making functions. Our current ED has effectively led the Alliance for the past 5 years and is now retiring.

The Alliance was created with a great deal of enthusiasm and a strong foundation of support from the membership and the Board. The Alliance has had a very successful first year with big wins in the Legislature. But, we are still a very new, developing organization and together the ED and the Board need to develop a new strategic plan to chart a course to the future. The ED will need to help the Board look forward to envision how the organization will continue to have an impact in the future.

The Board is actively involved in the Alliance's activities through several standing Committees and Task Forces. Board members are all professionals in the field of employment services, are very well-informed and have high expectations for the Alliance's impact. But, the Board members are also very busy in their professional roles so the ED needs to actively engage, support and guide the Board in order to make the most of the time they have available to the Alliance.

The Alliance is a highly visible member of the disability advocacy community in Olympia, the State Capitol. The ED is the organization's most visible representative, especially during the Legislative Session, when he/she might be at the Capitol every day. The ED directs the efforts of a professional lobbyist contracted to

represent the Alliance in legislative affairs. In addition, the Alliance membership is active and skilled in advocacy, requiring the ED to coordinate members' efforts and mine their legislative relationships for the benefit of the Alliance advocacy agenda. There are also a number of coalitions and community organizations in which the ED participates on behalf of the Alliance.

The Alliance membership gathers several times each year for conferences which have typically focused on one of the two initiatives described above. These membership conferences are held in various locations around the state and the ED is responsible for coordinating all aspects of the events. Certain Board committees and the Board President may work closely with the ED on the conference agenda planning and arranging for speakers.

Communication—with the Board, membership and allied stakeholders—is a key responsibility of the ED. Much of the communication happens by email and conference call. The Alliance website is becoming a more important tool for dissemination of information and for exchange of ideas among Alliance members. The ED maintains the website, drafts emails, prepares fliers, brochures and position papers and will be responsible for developing a social media presence for the Alliance.

At its core, the ED position is about organizing people and events and about communicating with members and policy makers.

Qualifications

The successful candidate will be a self-starter with strong organizational skills and excellent sense of self-direction as the ED will work with minimal supervision or oversight. A strong work ethic and high standards for effectiveness should be evident.

The ED must have outstanding organizing skills with proven experience applying those skills to work with Boards of Directors as well as event planning. Demonstrated skills in public relations and marketing are also essential.

The ideal candidate will have outstanding verbal and written communication skills; experience with disability issues as well as association management; and, a track record of operating with transparency and openness.

A professional, assertive approach combined with a calm demeanor and good mediation skills are required. At least five years experience in public policy work with senior level strategic input is essential.

To Apply:

The Community Employment Alliance is an Equal Opportunity Employer and all qualified candidates are encouraged to apply. Please send a cover letter and resume as soon as possible and no later than February 17, 2010.

In your cover letter, please specifically address your experience with the core elements of the position as described above.

Electronic submissions are preferred and can be emailed to kellyr@provail.org.