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**CEA POSITION ANNOUNCEMENT**

**Executive Director**

**Salary $65,000 - 70,000 inclusive of benefits, based on experience**

**120 hours PTO plus all Federal Holidays**

**Full-time position, work from home office with frequent travel needed to Olympia during the legislative session. Mileage and meals are at the Director’s expense.**

**The Organization**

[www.Communityemploymentalliance.org](http://www.Communityemploymentalliance.org)

The Community Employment Alliance is a powerful network of Washington State Employment Service Providers and businesses that promote employment for people with disabilities.

Our Mission is Advocating, Educating and Partnering for Employment Opportunities for People with Disabilities. The Alliance is a non-profit, advocacy organization with a statewide membership of 45 for-profit and non-profit businesses as well as individual advocates.

CEA believes people with all types of disabilities should have employment opportunities so they can participate as fully contributing and employed members of their communities. CEA, therefore, works to change attitudes, policies, and hiring practices regarding people with disabilities. We have a long-term vision that looks forward to the day when communities throughout Washington accept and support people of all abilities in the workplace.

The Community Employment Alliance was formed in 2009, bringing together members of the two organizations, Rehabilitation Enterprises of Washington (REW) and Partnership 2020 to create a single voice for disability employment advocacy in Washington State. Our focus is on advancing both the service delivery system and service providers in order to expand employment for 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 strategic planning and legislative functions. The ED is responsible for promoting CEA’s legislative agenda and developing state-wide stakeholder relationships that support CEA’s mission. Member engagement and recruitment is a key function of the ED’s role to ensure CEA remains relevant and viable.

The Board is actively involved in CEA’s activities through several standing Committees and work groups. Board members are all professionals in the field of employment services, are very well-informed, and have high expectations for CEA’s impact in policy and legislation. The ED will actively engage, support and guide the volunteer Board in order to make the most of their contributions and committee work. During the 2018 year, the ED and Board will be working on CEA’s next strategic plan.

CEA is a respected member of the disability advocacy community in Washington. The ED is the organization’s most visible representative, especially during the Legislative Session, when he/she will likely be at the Capitol every day. Currently, the ED directs the efforts of a professional lobbyist contracted to represent CEA in legislative affairs. In addition, CEA membership is active and skilled in advocacy, requiring the ED to coordinate members’ efforts and mine their legislative relationships. There are also a number of coalitions and community organizations in which the ED participates on behalf of CEA.

The ED is responsible for organizing two statewide conferences annually. The conference convenes CEA members and stakeholders to address current topics affecting policy, legislation, and industry best practices.

Communication with the Board, membership and stakeholders is a key responsibility of the ED.

At its core, the ED position is about organizing people and events and about communicating with members and policy makers. A successful candidate will have experience convening stakeholders, demonstrated success with a self-directed workload, and strong communication skills.

The ED will have their office out of their home with travel around the state to meet members and stakeholders and potential new members.

Must have a valid Washington state driver’s license and reliable transportation and be able to pass a Washington State back ground check.

**Qualifications**

The successful candidate will be a self-starter and have an 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, written communication skills; experience with disability issues as well as association management; and, a track record of operating with transparency and openness. Public speaking and presentations are required.

A professional, assertive approach combined with a calm demeanor and good mediation skills are required. Five years’ experience in public policy work with senior level strategic input is preferred or commiserate experience.

A Bachelor’s degree is preferred or extensive experience in the non-profit field.

**To Apply**

The Community Employment Alliance is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. All qualified candidates are encouraged to apply. Please send a cover letter and resume no later than January 12, 2018.

Reasonable accommodations for applicants with disabilities as well as materials in alternate formats are available upon request.

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

Link to job full description:

<http://nebula.wsimg.com/ca3ea3f3bfbd1841c01b9500c001d70d?AccessKeyId=FE756CE369FF8BA002B7&disposition=0&alloworigin=1>

Electronic submissions are preferred and can be emailed to: [applications@commmunityemploymentalliance.org](mailto:applications@commmunityemploymentalliance.org)

CEA VISION:

* People with disabilities in mainstream employment with the same access as all; enjoying true choice and economic equality – No more “special”, segregated, isolated or exploited people with disabilities
* Individuals with disabilities pursuing dreams, accepted in society, living full lives – with the entire community benefiting and living more wholly
* The development of a vibrant community of provider members; focused on employment – changing national beliefs, sharing stories of life changing success
* Provider organizations that are stable, strongly connected, sustainable; with their energy focused on invention and innovation, with less reliance on public funds
* Creating meaningful relationships with businesses; and becoming professional resources and consultants in the field of Employment for People with disabilities