



The Arc of Pennsylvania
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Job Announcement: Executive Director, The Arc of Pennsylvania

The Arc of Pennsylvania is seeking highly qualified applicants for the position of Executive Director.

Maureen Cronin recently shared her intent to retire with The Arc of Pennsylvania Board of Directors. The Board appreciates the notice provided by Ms. Cronin, which allows for the maintenance of effective and stable leadership as the organization implements the search for an ideal candidate to lead The Arc of Pa into its future. At the direction of The Arc of Pennsylvania's Board President, a search committee is leading the process to support a smooth installation of a highly qualified candidate.

As a first step to this process, the Search Committee is seeking highly qualified applicants to electronically submit a letter of introduction (including salary requirements), and a resume to:

searchcommittee@thearcpa.org (Please note, only electronic submissions will be considered.)

Position Purpose: The Arc of Pennsylvania promotes the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes. The Executive Director is the senior manager of the organization and leads efforts with members, affiliates, volunteers, and other stakeholders to carry out the mission, advance the goals and objectives, and implement the strategic plan of The Arc of Pennsylvania. The Executive Director reports to the Board of Directors.

Key Responsibilities:

- Responsible for leading effective government relations for The Arc of Pennsylvania in terms of the organization, its members, and its constituency.
- Responsible for advancing positive chapter relations with The Arc chapters locally and The Arc of the United States.
- Responsible for managing the financial status of the organization, maintaining the organization on a sound and compliant financial footing, and seeking out funding sources to support the organization's mission and goals.
- Responsible for supervising and managing the program staff that implement day-to-day operations, including but not limited to specific projects that focus on inclusive education and customized employment.
- Responsible for promoting the positive functioning of the organization's governance structure by keeping the President, the Executive Committee, or full Board of Directors abreast of important issues and concerns and seeks guidance and/or approval on important decisions.
- Responsible for responding to press/media inquiries and promoting a positive public image for The Arc of Pennsylvania through marketing and other strategies.

Qualifications, Knowledge and Experience:

- Education: Bachelor's Degree required in a public administration, business administration, social work, human services, or a related discipline. Master's Degree in a relevant discipline preferred.
- Knowledge: Personal or professional subject matter expertise in intellectual, developmental, and

related disabilities, and substantial knowledge of two or more of the following: public policy-making process, government relations, organizational management and administration, and non-profit organization fundraising and development.

- Experience: Five (5) years' experience as the director or chief administrator of an organization and eight (8) years of experience in one of the "required knowledge" areas.
- Meets requirements to register as a lobbyist in the Commonwealth of Pennsylvania.

For full job description see The Arc of PA website at www.thearcpa.org

**The Arc of Pennsylvania provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*