



JOB DESCRIPTION

EXECUTIVE DIRECTOR

Echoing Hope Ranch (EHR) offers residential, day treatment, habilitation, respite, and workforce development solutions for people living with autism and their families and guardians. Our paradigm is one of empowerment, independence, and self-sufficiency. We are committed to these ideals and they guide our service model in every aspect of the support we offer.

Our organization is ten years old and was founded by a woman on a mission to offer a better solution for her son who was aging out of the public-school system. After her departure, we were led by two executives who due to unforeseen life issues, had shorter tenures than anticipated. Echoing Hope Ranch has grown to a team of more than 60 staff, serving more than 100 people living with autism, and we are poised for growth. Approximately 75% of our funding comes from State Medicaid reimbursements, and the remainder from fundraising. We are looking for a seasoned executive to be our new leader, who is passionate about our mission and has experience leading transitions, growth, and fundraising. This position is located in Hereford, Arizona, and the ideal candidate must live close enough to work from our headquarters daily. If you have this experience, and enjoy the prospect of living in the area, we look forward to hearing from you!

SUMMARY:

Under the guidance of the Board of Directors, the Executive Director is responsible for carrying out EHR's mission by providing organizational leadership and direction, administrative and financial management, and program and facilities oversight, to meet our mission and support participants in our care.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Leadership:** Coalesces the staff and volunteer team to meet the mission of the organization and brings new ideas and growth initiatives to fruition.
 - With the Board of Directors, the Executive Director provides leadership in developing organizational and financial strategies, and spearheads implementation of programs, services and solutions that align with the Board's vision and direction.
 - Oversees the development and implementation of programs and initiatives and sets appropriate short- and long-term goals toward which the organization makes consistent and timely progress.

- Communicates effectively with the Board, staff, community stakeholders, and clients. Serves as the face of the organization.
- Initiates change management and turnaround strategies necessary for the successful growth and responsiveness of the organization.

2) Mission and Strategy: Works with the Board and staff to ensure that EHR fulfills its mission through programs, strategic planning, and community engagement.

- Responsible for ensuring that EHR's programs promote and fulfill the organization's mission.
- Responsible for strategic direction that responds to changing conditions in and around the organization.
- Works closely with the Board of Directors, its President, and its Committees to prepare materials, develop and implement policies and procedures, and support Board development.

3) Revenue Diversification/Growth, Fundraising and Community Engagement: Provides leadership in developing revenue sources, and implementing fundraising and public relations initiatives, that maximize opportunities from key community, corporate, government, and related sectors.

- Maximize reimbursements and billing from current funding sources.
- With the assistance from the Board and key partners, attract and secure funding to carry out the mission, including expanding funding from current supporters and obtaining new funding from diverse sources.
- Diversify revenue sources.
- Assesses and recommends opportunities for social entrepreneurship, with a focus on Return On Investment (ROI).
- Articulates and promotes the vision and mission to stakeholders and represents EHR effectively in the community.
- Identifies and leads opportunities for collaborations with relevant community organizations.

4) Fiscal Management: Oversees and manages resources to ensure the financial health of the organization.

- Works with the Treasurer of the Board to prepare, oversee, and account for EHR's annual budget and maintain sound financial practices.
- Submits annual budgets and monthly financial statements that accurately reflect the financial condition of the organization to the Board.
- Responsible for fiscal management that generally anticipates operating within the approved budget and ensures maximum resource utilization.

5) Operations: Oversees innovation, responsiveness, and growth in client services.

- Ensures legal compliance with the rules and regulations of government agencies that oversee programs for individuals with developmental disabilities.
- Oversees the development and provision of client services to ensure responsive programming that meets clients' unique developmental and personal needs, and the addition of supportive services that foster growth and independence.
- Ensures the safety and security of all program participants.
- Ensures that all financial, statistical, and accountability reporting to relevant government and granting agencies is submitted in a timely manner.
- Oversees Continuous Quality Improvement (CQI) of client services and overall operations.

6) Human Resources: Oversees compliance with state and federal regulations, encourages professional development and mentorship, and reduces risk to the organization.

- Oversees the hiring and retention of competent, qualified staff and ensuring, through regular oversight and performance reviews, that they carry out their duties in support of the organization's mission.
- Encourages the creation of growth opportunities for staff and volunteers.
- Recognizes and rewards the linkage between career development, performance, and results.
- Leads efforts to restructure staffing to meet market demands, as needed.

7) ADDITIONAL MANAGEMENT FUNCTIONS:

- Facilitates staff and administrative meetings, as well as in-service trainings.
- Participates in various committees and attends conferences/seminars pertaining to support coordination and service delivery.
- Spearheads the review of all consumer care incident reports and corrective action plans.
- Spearheads the review of client, stakeholder, and staff complaints, as part of the CQI process, to identify and correct individual and organizational errors and to recommend revisions of policies, where appropriate.

REQUIRED QUALIFICATIONS:

- A Bachelor's Degree from an accredited college or university.
- Five (5) years of executive experience, or more.
- Five or more years of progressive fundraising or revenue generating experience.
- At least two years serving as the face of an organization or significant initiative.
- Experience leading programs and/or organizations that deliver services for people with disabilities and/or marginalized populations.
- A strong understanding of and/or background in the laws, rules, regulations and/or licensures guiding services for people with disabilities.

- Demonstrated hands-on fiscal management skills, including budget preparation, analysis, decision-making, and reporting.
- Demonstrated organizational management skills including planning and delegating, program development, change management and human resource management.
- Demonstrated public speaking ability.
- Required to pass a criminal/background check in accordance with Arizona Revised Statue 36-594 utilizing form DD-258 and fingerprint check.
- Lives in or near Cochise County, Arizona, or will relocate.
- Must carry a cell phone and be available and responsive to organizational personnel outside normal business hours.

DESIRED KNOWLEDGE AND EXPERIENCE:

- Able to maintain a calm, non-defensive, supportive attitude during crisis or potential crisis situations.
- Strong team-building skills.
- Experience in Turnaround Strategies, Change Management and Growth Initiatives.
- Five or more years of experience leading programs and/or organizations that deliver services for people with disabilities and/or marginalized populations.
- Bilingual Spanish/English.

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