



We have the legal right of way.

The Executive Director is the chief executive of Disability Rights Ohio. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization, and supervision of fundraising, marketing, and community outreach.

The position reports directly to the Board of Directors.

#### GENERAL RESPONSIBILITIES

1. **Board Governance:** Works with Board in order to fulfill the organization's mission.
  - a. Responsible for leading Disability Rights Ohio in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - b. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
2. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
  - a. Responsible to oversee developing revenues necessary to support Disability Rights Ohio's mission, including foundation grants.
  - b. Familiarity with federal grant making, applications, operation, and fiscal circulars is preferred.
  - c. Responsible for the fiscal integrity of Disability Rights Ohio, to include submission to the Board of a proposed annual budget and monthly financial statements, and annual audit which accurately reflect the financial condition of the organization.
  - d. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
3. **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - a. Responsible for overseeing the implementation of Disability Rights Ohio's programs that carry out the organization's mission.
  - b. Responsible for implementing the Board's strategic plan to ensure that Disability Rights Ohio can successfully fulfill its Mission into the future.
  - c. Responsible for the enhancement of Disability Rights Ohio's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
4. **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - a. Oversees hiring and retention of competent, qualified staff. If not a lawyer, will recruit and employ a highly qualified lawyer licensed or eligible to be licensed in Ohio to manage the organization's legal work on behalf of clients.
  - b. Oversees effective administration of Disability Rights Ohio operations.
  - c. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Ohio Disability Rights Law and Policy Center, Inc.

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### **Specific Job Responsibilities**

- Report to and work closely with the Board of Directors to seek their involvement in fundraising and to increase the overall visibility of the organization.
- Supervise, collaborate with organization staff.
- Oversee strategic planning, including implementation, reviews, and periodic revision if warranted.
- Planning and operation of annual budget.
- Articulate and implement the vision of Disability Rights Ohio, to advocate for the civil, legal, and human rights of people with disabilities, consistent with the organization's many strengths.
- Serve as Disability Rights Ohio's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Disability Rights Ohio's Mission.
- Oversee fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Oversee organization of Board and committee meetings.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

### **Professional Qualifications Needed**

- Juris Doctorate and Ohio bar admission preferred, relevant graduate degree with knowledge and understanding of disability rights will be considered.
- Transparent and high integrity leadership.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, Board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, policy makers, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, mentoring, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Qualified candidates with disabilities are encouraged to apply.

Please contact [execsearch@disabilityrightsohio.org](mailto:execsearch@disabilityrightsohio.org) with Cover Letter and Resume.