

## Executive Director – **Upper Valley Services, Inc.** – Central Vermont

Upper Valley Services, Inc. (UVS) invites inquiries and applications for the position of Executive Director. Since 1986, UVS has been committed to providing opportunities and assistance to individuals with developmental disabilities enabling them to live, work and maintain relationships safely within their communities. Our vision is to empower people to enhance their quality of life by creating individualized supports and inclusive communities. UVS is a designated Developmental Service Agency that serves approximately 200 people through our three regional offices in Bradford, Moretown and Randolph, Vermont. In addition, UVS has a growing program serving approximately 40 people in Vermont Comforts of Home, providing community-based options of care for people requiring a nursing home level of support. The Agency's total annual operating budget is approximately \$20 million which comes almost exclusively from Medicaid waivers.

The Executive Director is the key management leader of Upper Valley Services, Inc. (UVS), and is responsible for overseeing the administration, programs and strategic plan of the organization. The Executive Director reports to the Board of Directors, a unique group of individuals consisting dominantly of family members of people served by the agency, and works with the Board to fulfill the organization's mission through programs, strategic planning and community outreach, and develops resources sufficient to ensure the financial health of the organization. The successful candidate understands and values the person-centered culture of UVS and: 1) is dedicated to each individual's success; 2) is committed to supporting inclusion in society; 3) supports a culture that nurtures employee loyalty to the organization and commitment to its mission; 4) keeps UVS focused on the key strategic risks and challenges that lie ahead; 5) maintains an effective consultative relationship with State regulators, political leaders and legislators; 6) supports collaborative efforts with other developmental disability providers within Vermont to improve the state-wide system of care; and 7) is committed to maintaining strong relations with parents and guardians of the people in UVS' care.

### **Job requirements:**

- Bachelor's degree (post-graduate degree preferred)
- Record of transparent leadership with high integrity
- Five years or more of senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the Agency's strategic future to the people served, their families, staff, the Board, volunteers, donors, and legislators
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Knowledge of Federal and State laws and regulations relating to the provision of services and supports in a Medicaid environment
- Strong public speaking ability

### **Job Responsibilities:**

It is critical that the Executive Director have strong knowledge and skills in a wide variety of areas that relate to the particular nature of the organization, its industry (human services), and the current environment (political, social, economic, and technological). Most specifically for purposes of:

- Planning and operation of an annual budget,

- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit,
- Serving as the Agency's primary spokesperson to the organization's constituents, the media and the general public.
- Establishing and maintaining relationships with various organizations throughout the state and utilize those relationships to strategically enhance UVS' Mission,
- Reporting to and working closely with the Board of Directors to seek their involvement in policy decisions and to increasing the overall visibility of the Agency throughout the State,
- Supervising five program managers, collaborating with organization staff,
- Involving people served in important decisions that will impact their quality of life,
- Communicating effectively with people served and their families,
- Directing strategic planning and implementation,
- Overseeing the organization and work of agency committees,
- Overseeing marketing and other communications efforts,
- Reviewing and approving contracts for services,
- Establishing and maintaining an effective management model,
- Carrying out other duties as assigned by the Board of Directors.

**Compensation and benefits:** UVS provides employees with excellent benefits that include medical and dental insurance, disability coverage, vacation, sick leave and retirement. Salary range starting at \$110,000 depending upon qualifications and experience.

**Job Location:** East-Central Vermont

To apply, please send a cover letter, a statement of leadership philosophy as it pertains to the field of developmental disabilities and your current resume to Upper Valley Services at [ExDirSearch@uvs-vt.org](mailto:ExDirSearch@uvs-vt.org). Formal review of resumes will begin January 20, 2020 and continue until the position is filled. Expected start date is June 15, 2020.

For more information about Upper Valley Services, please visit <https://uvs-vt.org/>.

Upper Valley Services, Inc. is a non-profit Equal Opportunity Employer. All applicants will be considered for employment without consideration of race, color, religion, sex, sexual orientation, gender identity, national *origin*, veteran or disability status.