



Purpose, Parameters, Qualifications, Activities and Performance Indicators  
for the position of  
**EXECUTIVE DIRECTOR**

- I. PURPOSE OF POSITION:** To oversee and successfully maintain all of the operations of RAMP including staffing, services, marketing, resource development, facility management and financial management; act as the main spokesperson for the organization and/or delegate the responsibility when necessary; ensure that RAMP is providing premium quality services to persons with disabilities in concert with the organizations mission and the Independent Living Philosophy; be constantly planning for the future financial health of the organization and ensuring that the services offered fit the needs of the community; work directly with the Board of Directors.
- II. POSITION PARAMETERS:** Reports directly to the Board of Directors; Full-time; Full Benefits; Travel and Expenses Reimbursed; Salaried Exempt.
- III. MINIMUM QUALIFICATIONS:**
- A. Master's degree preferred in a field easily related to the work required by the position (or comparable work experience paired with a Bachelors Degree).
  - B. Seven (7) to Ten (10) years of experience in non-profit administration and supervision.
  - C. Experience in and an understanding of financial management including budgeting, evaluating income statements and balance sheets, ethical money management, endowments, etc.
  - D. Proven experience in successful fundraising and possesses the skills necessary to support the Development Director in this endeavor.
  - E. Excellent written and verbal communication skills that translate well in working with all aspects of the organization including staff, consumers, Board, donors, community organizations, media, etc.
  - F. The ability to work effectively as a team player while still making decisions and leading the organization.
  - G. A working understanding of human resource management and the aspects that go into a positive work environment.
  - H. Ability to work with a Board of Directors as well as recruiting and training new members.
  - I. Personal experience with a disability and/or working with persons with disabilities.
  - J. A keen understanding of the Independent Living Philosophy and a creative vision for seeing it played out in the communities served by RAMP.
  - K. Self-motivated and creative in problem solving.
  - L. Reliable transportation and a willingness to work the hours (including evenings and weekends) needed to accomplish the intended purpose of the position.

- M. A genuine care and concern for others and a desire to fulfill the responsibilities of this position to the betterment of RAMP and those it serves.
- N. Model honesty openness around issues related to diversity, equity, and inclusion.
- O. Respect all staff and consumer identities and recognize how they impact RAMP's commitment to those with disabilities (include under minimum qualifications or services)
- P. Commit RAMP to advancing diversity, equity, and inclusion (include under minimum qualifications or visioning)

#### **IV. JOB ACTIVITIES AND PERFORMANCE INDICATORS (in order of priority):**

##### **A1. Visioning**

- PI. Develop an annual strategic plan that is built on all aspects of the organization including services, the funding of those services, future service needs, threats to consumer independence, the economy, approaching opportunities, etc.
- PI. Expand the annual strategic plan to include one-three years (and longer, if needed).
- PI. Consistently compare the budget to the Strategic Plan and share any funding issues with the Management Team and/or Board of Directors as necessary.
- PI. Keep the Strategic Plan updated and monitor the progress with objectives to ensure that it is being carried out appropriately, changed as needed and/or updated as time goes on.
- PI. Develop new services to respond to the needs unpacked during the planning process and/or revenue producing ventures to ensure the future vitality and growth of the organization.
- PI. Actively participate on local, regional, state and/or regional boards and committees to keep abreast of the environments in which RAMP resides.
- PI. Maintain a knowledge and understanding of what is happening locally and beyond to have a vision of the environment RAMP finds itself in including the political climate, the economic climate, the cultural climate, etc.

##### **A2. Services**

- PI. Develop new programs, in concert with the Services Director, as a response to the needs of consumers and the changing needs of the culture.
- PI. Ensure that each service is marketed (as needed and/or as appropriate) and that outreach is consistent and comprehensive
- PI. Be able to effectively present services to the community and supporters
- PI. Ensure that each viable and needed program and service is financially supported presently and in the future
- PI. Ensure that advocacy efforts and the advancement of IL Philosophy is key to all services and a focus for all staff, throughout the organization

### **A3. Administration**

- PI. Supervise the positions of Services Director, Development Director, Senior Accountant, Human Resources Generalist, Administrative Assistant and other positions as assigned
- PI. Ensure that the departments under each of the above positions are running smoothly, effectively and efficiently
- PI. Uphold a ROWE culture and ensure its full implementation and success by modeling it with staff and direct reports
- PI. Follow and adhere to the items listed in the ED's ROWE results, including the cover page and job responsibilities
- PI. Ensure the organization maintains the highest level of ethical standards in services, finances, compliance, insurances and all dealings inside and outside of the organization.
- PI. Ensure that RAMP ends each year in the black, or be in constant contact with the Board if this is not possible and be working on how to rectify the reality as soon as possible
- PI. Work with the Board on an annual basis to recruit and train new Board members, matching the organizations needs with the right persons from the community.
- PI. Keep the Board constantly abreast of information that is vital to their job of being informed, educated members, committed to the mission of RAMP and its successful completion of that mission.
- PI. Serve as an ex-officio member of each Board committee and attend all meetings, ensuring that the work of those committees is documented in minutes and followed through on.
- PI. All other duties as assigned or necessary to fulfill the responsibilities and/or the expectations of the position.

### **A4 Resources**

- PI. Ensure that RAMP meets its fundraising goals annually and support that process with donor appointments, networking, grant writing, etc.
- PI. Be intimately involved in the development of all government contracts and/or new programs being applied for in this manner.
- PI. Lead and maintain all entrepreneurial opportunities and business ventures.
- PI. Be always on the look for funding, private or public, that supports the work and needs of RAMP.

# ADA CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

Title: Executive Director

## 1. The physical activity of this position. (Please check all that apply)

- A. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- B. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- C. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

## 2. The physical requirements of this position.

- A. Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## 3. The visual acuity requirements including color, depth perception, and field vision.

- A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

## 4. The conditions the worker will be subject to in this position. (Please check all that apply)

- A. The worker is subject to outside environmental conditions. No effective protection from the weather, except when going to meetings
- B. The worker is subject to both environmental conditions. Activities occur inside and outside.
- C. None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

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Board President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
H.R. Generalist's Signature

\_\_\_\_\_  
Date

### DISCLAIMER

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to act as a contract, nor contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**



**Org Goal:** We are each in charge of our own lives, so what do you want yours to be?

**My Goal:** Provide the ultimate organization that can help individuals answer that question

**My Customers:** Those I coach for results, co-workers, board of directors and all supporters and funders

- **Visioning – Constant view of current conditions, linking them to future opportunities**
  - Conduct and keep fluid RAMP's Strategic Plan
  - Participate on local, regional, state and national boards and committees
  - Attend community activities and events that apply to this
  - Never stop learning and be sure the management team does as well
  
- **Services – Best quality, innovative offerings to assist individuals reach IL goals**
  - New Program Development
  - Ensure marketing of services is comprehensive and outreach is consistent
  - Effectively present services to community and supporters
  - Ensure financial support of all needed programs and services
  - Ensure Advocacy and Advancement of IL Philosophy is key to all services
  
- **Administration – Infrastructure of organization supports optimum environment and efficiencies**
  - HR/Facilities
    - Uphold a ROWE culture and ensure its full implementation and success
    - Be fully communicative with hiring, staffing needs, priorities, personnel budgets, etc.
    - Participate fully and fairly in handling employee issues/concerns
    - Ensure all hiring's meet the needs and high standards of RAMP and our mission
    - Ensure best environment to draw/retain top services staff
  - Finances
    - Strive to end every fiscal year in the black
    - Ensure agency and each program has budget by July 1
    - Timely communication of all substantial changes in revenues and expenses, new projects
  - Board of Directors – ensure they are diverse, active, involved, educated
  - Coaching my staff for results
  - Oversight and Compliance
  
- **Resources – Income and supports allow maximization of staff and opportunities to meet mission**
  - Fundraising
    - Ensure budget reached
    - Ensure each program has a budget by July 1
    - Attend critical donor meetings
    - Timely communication of services funding and changes as it relates to fundraising
  - Networking/Collaborating/Connecting
  - Government Contracts
  - Entrepreneurial Opportunities

If you are interested in applying, please email your letter of interest and resume to Rachel Thomann, Vice President at FurstProfessionals, [rachel.thomann@furstpros.com](mailto:rachel.thomann@furstpros.com) no later than December 15, 2020. All inquiries will remain confidential but will be shared with the search committee that will be made up of select board members and RAMP staff. If you have questions related to this job posting, please contact Jessica Koltz, Board President, 815-978-0002.