

Washington Developmental Disabilities Council Recruitment for Executive Director

The WA State Developmental Disabilities Council is seeking an Executive Director with demonstrated interest, leadership and experience in directing advocacy and systemic change activities that impact and improve the lives of individuals with developmental disabilities. The Executive Director will provide support to the Council, oversee the development and implementation of the Council's State Plan, and ensure that the Council fulfills its specific mandates under federal and state laws. The Executive Director will supervise Council staff and consultants, and manage day-to-day operations.

As an active spokesperson for the Council, the Executive Director fosters effective working relationships with other federal, state and local agencies, both public and private, and represents the Council in interaction with the State Administration and Legislature. The Executive Director's responsibilities also include but are not limited to carrying out the State Plan, conducting strategic planning for and implementation of the State Plan goals, developing and managing annual budgets that reflect Council and programmatic needs, administration and personnel management of Council operations and staff, negotiating and executing contracts, and ensuring reporting and compliance requirements are met for all funding sources.

Minimum qualifications, education and knowledge:

- Knowledge and experience working with individuals with developmental disabilities, their families, providers of services and supports, and governmental entities that oversee those services and supports, including general principles and best practices.
- Demonstrated experience managing a federal program to governmental compliance standards, budget and fiscal management, program planning and contracting.
- Experience in working with public and private entities on issues related to systemic change and capacity building activities to expand services and opportunities for persons with disabilities.
- Demonstrated experience working with and providing support to a governing board, both to inform their deliberations and enable their broader involvement in the mission of the organization.
- Demonstrated experience as an executive manager.
- Demonstrated leadership in public policy advocacy.
- Ability to analyze complex problems and develop creative solutions.

- Effective and professional communication skills, both in-person and through a variety of other media.
- Experience and sensitivity in working with diverse populations.
- Possess at a minimum a Bachelor's degree. A Master's degree is preferred, but an equally broad base of education, training and experience may be substituted.

The Washington Developmental Disabilities Council is housed within the Washington State Department of Commerce, which serves as its designated State agency under federal law. The Council and the Department of Commerce are equal opportunity employers. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application, testing, or interview process or this job announcement in an alternative format may call the recruitment coordinator for this position, Lora Kelly, at 253-853-3633 or via email at lora@westsoundworkforce.com . Applicants who are deaf, hard of hearing or speech-disabled may call through the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

Applications are due by close of business (5 pm, DST West Coast) on March 20, 2019. Applications may be submitted via email to lora@westsoundworkforce.com or by mail to:

Lora Kelly
c/o West Sound Workforce
5790 Soundview Drive, Suite 103
Gig Harbor, WA 98335