



Chief Executive Officer

Position Announcement

Date of Announcement: 8/1/23

Position Title: Chief Executive Officer (CEO)

Reports to: Board of Directors

Status: 1099 Independent Contractor, Full-time

Location: Remote (Kansas City area preferred but not required)

Center for Disability Inclusion Mission

The Center for Disability Inclusion (CDI) is a nationwide organization that partners with businesses to advance their disability inclusion efforts in the workplace and marketplace.

We are the trusted resource for workplace solutions that:

- EDUCATE the business community on proven strategies to advance disability inclusion in the workplace and marketplace.
- CULTIVATE relationships between business, community, academic and strategic partners to advance disability inclusion.
- ELEVATE inclusive practices and thought leaders so businesses become employers of choice for people with disabilities.

Position Overview

The CEO serves as the chief visionary.

- providing leadership and collaborating with the Board of Directors,
- assists in creating and aligning strategic direction for the organization,
- assisting with committee work for event planning on an ad hoc basis,
- assists in creating an annual budget,
- overseeing the implementation of practices, policies, and programs to ensure deliverables for programs and services while aligning with the mission of the organization.
- supports and handles all activities as assigned by the Board of Directors and performs related duties as required or delegated.
- serves as the ambassador and lead communicator of the organization, develops strong business and community relationships that generate support for the organization, its mission, and reputation.

Position Qualifications & Responsibilities

CDI encourages diverse candidates to apply and will consider a combination of life and career experience in lieu of the preferred qualifications listed.

- Seven to ten years of relevant, progressively responsible experience working in senior level non-profit positions, senior level HR or DEI leadership with supervisory and managerial responsibilities, demonstrated leadership, with strong analytical, written, and oral communication skills.
- A master's degree in public administration, business administration, or related field or 5 to 7 years of leadership experience.
- Knowledge of and excitement to support the CDI mission, vision, values, and strategies.
- Works independently, organized, detailed and creative problem-solving skills a must.
- Provide consultation and training based on outcomes of business partners involved in the Disability Inclusion Process™.
- Demonstrate strong leadership skills, including professional business relationship building.
- Proven ability to serve as a detail-oriented, motivated, and enthusiastic leader.
- Experience working with a diverse Board of Directors.
- Technological savvy, able to pick up and learn/implement/train new programs and software quickly. Proficient with Microsoft Office Suite or related software.
- Outstanding presentation and communication skills, comfortable serving as lead spokesperson and relationship builder.
- Track record of success in financial management, human resources management, stewardship and developing strategies to increase revenue, including grant writing and fund management.
 - In collaboration with the Board Treasurer and accountant, assure high level of fiscal responsibility and oversight to maintain financial sustainability and growth of organization.
- Proven ability to build strong external relationships with businesses, community employment organizations, colleges & universities, etc.
- Be open to a dynamic work schedule which may include the attendance of early breakfast meetings, and out-of-town events as necessary to accomplish job responsibilities.

Areas of Expertise Preferred

- Leadership
 - Experience in setting and implement Strategic Vision
 - Act as the ambassador (brand champion) of the organization
 - Working with Board of Directors and Committees
 - Display highly effective business/community relations, development & engagement.
 - Ensure ongoing growth of the organization through new and renewed business and community organization partnerships (memberships).
 - Proficient public speaking, presenting, training, and facilitating.
 - Ability to empathize with individuals with disabilities as a result of prior work experience, supporting an individual with a disability, or firsthand experience as a person with a disability.
 - Manages and directs the organization toward its primary goals and objectives.
 - Continuously look for future partnerships and growth opportunities
- Finance
 - Development of annual budget
 - Financial management and oversight
 - Grant writing

- Familiar with QuickBooks
- Operations
 - Proficient in MS Office products, Office 365, Word, Excel, PowerPoint, OneDrive, etc.
 - Experience with CRM's
 - Experience in event scheduling/hosting both virtual and in-person
 - Provide disability related training as appropriate, and/or assign to others on leadership team.
 - Ensure high quality social media posts.
 - Presents regular reports on the status of the organization's strategic plan, to the board of directors and team members (staff).
 - Complete annual "year-end" report and share with stakeholders and public.
 - Ensures the organization's insurance is renewed annually.
 - Complete annual State of KS report
 - Ensure 990 and 1099 are filed on time.
- Team Member (Staff) oversight
 - Manage CDI team members (Staff). Providing supervision, contract development, review and negotiation, addressing performance and assigning workloads.
 - In collaboration with team members, oversee marketing and other communications efforts, business development/relations and community engagement.

Physical Demands

- May be required to move up to 25 pounds of materials for events.
- Requires sitting in front of computer for extended periods.
- May require traveling more than 2 hours for select meetings/events.
- Occasionally exposed to loud/noisy, hot/cold environments when visiting business partners.

Additional Information

- The annual compensation range for this **full-time position** is \$95,000 to \$115,000, commensurate with experience.
- This is a 1099 contract position, and any additional benefits and reporting of wages for tax purposes are the responsibility of the individual in this role.
- Independent contracted team members must sign non-compete and conflict of interest statements.

To Apply

Please send your resume and cover letter to kcooper@enterprisebank.com

Equal Employment Opportunity Statement

It is the policy of the Center for Disability Inclusion to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender/sex (including pregnancy or other medical conditions/needs), sexual orientation, gender identity and/or expression, personal appearance, genetic information, family or parental status, marital status, civil union or domestic partnership, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, CDI provides reasonable accommodation for qualified individuals with disabilities.