Summary
The Executive Director will be responsible for the overall management of the organization and all aspects of the organization’s day to day operations. The Executive Director supports and is accountable to the board of directors and will work collaboratively with the Board of Directors to develop and implement a strategic vision and plan for the organization. The Executive Director will ensure the organization has the financial, human, and other resources needed to fulfill its mission to support a national network of Parent to Parent programs to ensure access to quality emotional support for families of individuals with disabilities and/or special health care needs.

Depending on the qualifications and preferences of candidates and the needs of the organization, this position may start part-time and grow into a full time position or start off as a full-time position. Additional staffing needs will be determined by the Board of Directors in consultation with the Executive Director.

Responsibilities

Leadership and Management
- Ensure ongoing programmatic excellence, commitment to evidence-based practices, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize P2PUSA staff, board members, network/alliance members, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio member of each committee; seek and build board involvement with strategic direction for national programming.

Program Planning and Management
- Serve as a resource to Parent to Parent members and partnering organizations.
- Establish and support a team of Parent to Parent peer consultants to support and provide training and technical assistance to members.
- Develop and ensure the availability of quality tools and resources for P2P programs.
- Oversees the planning, implementation and evaluation of the organization's programs and services
- Ensures that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
• Monitors the day-to-day delivery of the programs and services of the organization to maintain or improve quality
• Oversees the planning, implementation, execution and evaluation of special projects

**Human resources planning and management**
• Determines staffing and consulting requirements for organizational management and program delivery within the approved budget
• Oversees the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
• Establishes a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
• Recruits, interviews and selects staff and consultants that have the right technical and personal abilities to help further the organization’s mission
• Ensures that all staff, volunteers, and consultants receive an orientation to the organization and that appropriate training is provided
• Implements a performance management process for all staff and consultants which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
• Coaches and mentors staff and volunteers as appropriate to improve performance
• Disciplines staff when necessary in accordance with personnel policies; releases staff when necessary using appropriate and legally defensible procedures

**Financial planning and management**
• Works with the Board (Executive and Finance Committee) to prepare a comprehensive budget
• Works with the Board to secure adequate funding for the operation of the organization
• Researches funding sources, oversee the development of fund raising plans and writes funding proposals to increase the funds of the organization
• Participates in fundraising activities as appropriate
• Secures sponsorships to offset costs associated with delivery of programs and services
• Approves expenditures within the authority delegated by the Board
• Implements financial policies and procedures as established by the Board and recommends new policies to the Board as necessary.
• Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization
• Provides the Board with comprehensive, regular reports on the revenues and expenditure of the organization in a timely fashion

**Community relations and Communications**
• Communicates with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
• Establishes good working relationships and collaborative arrangements with community groups, funders, elected officials, and other organizations to help achieve the goals of the organization
• Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
• Use external presence and relationships to garner new opportunities.
• Serve on boards or committees, as per Board policy, to represent the agency
• Promote leadership among and within Network

**Risk management**

- Identifies and evaluates the risks to the organization's people, property, finances, goodwill, and image and implement measures to control risks
- Ensures that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensures that the Board and staff understand the terms, conditions and limitations of the insurance coverage
- Ensures the Board is informed of appropriate deadlines for audits, evaluations and other requirements to be in compliance with local, state, federal, and funding filings and regulations.

**Required Knowledge, skills and abilities**

- Lived experience as a family member of an individual with disabilities and/or special health care needs.
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Knowledge of current trends, challenges and opportunities relating to the mission of the organization.
- Experience in strategic planning or program development and implementation.
- Knowledge of human resources management.
- Solid hands-on financial management skills with a strong analytical foundation including budget preparation, analysis, decision making and reporting.
- Knowledge of project management and a commitment to quality programs and evidence-based practices.
- Knowledge of HIPAA and FERPA.
- Prior supervisory experience.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project management skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
• Ability to work effectively in collaboration with diverse groups of people.
• Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
• Evening and weekend work as needed.
• Ability to travel on a monthly basis or as needed.

Preferred Knowledge, skills and abilities
• Multi-lingual
• Knowledge of WordPress
• Knowledge of Parent to Parent programs
• Past success working with a Board of Directors with the ability to cultivate existing board member relationships

Required Qualifications: Education and Experience
• Bachelor’s Degree in Business, Human Services, or other related field; Master’s Degree preferred
• 5 or more years of progressive management experience in a non-profit organization or public administration
• Other related experience will be considered in lieu of educational and management experience

Proficiency in the use of computers for:
• Microsoft Office suite of programs
• Financial management
• E-mail
• Internet
• Knowledge of Social Media and Web Marketing

Personal characteristics: The Executive Director should demonstrate competence in the following:
• Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
• Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
• Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
• Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
• Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
• Focus on Member Needs: Anticipate, understand, and respond to the needs of members and community partners to meet or exceed their expectations within the organizational parameters.
• **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

• **Lead:** Positively influence others to achieve results that are in the best interest of the organization.

• **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

• **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities

• **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

• **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

• **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

• **Advocate:** Develop strategic initiative with Board and advocate with state and federal decision makers

To apply, interested candidates may send a current resume and required cover letter that explains your interest in and qualifications for the position to executivesearch@p2pusa.org. Application packages must be received by November 15 and will be reviewed on a rolling basis.

**Equal Opportunity Employer**

It is the policy of Parent to Parent USA to provide equal employment opportunities for minorities, women, persons with disabilities and protected class veterans and to prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, creed, veteran status, military status, genetic predisposition or carrier status, or retaliation with respect to hiring, compensation, terms, conditions or privileges of employment.