



VTDDC Executive Director Job Description ~ FINAL 2015

As adopted at Quarterly Meeting ~ October 1, 2015

The Executive Director assures that VTDDC's mission—to help build connections and supports that bring people with developmental disabilities and their families into the heart of Vermont communities—is achieved through implementing the goals and objectives described in its five-year State plan and meeting all the requirements of the Developmental Disabilities Act. He/She ensures that VTDDC has the membership capacity, organizational framework, community partnerships, and systems in place to meet state and federal requirements. He/She is also responsible for ensuring VTDDC can act as an independent advocate and systems change agent in Vermont.

Job Specifications

1. Ensure that membership, meetings, and activities meet federal and state requirements and model full inclusion and participation:
 - Coordinate ongoing recruitment activities to ensure diverse, skilled board members. Provide training, support, and accommodations to help members understand the role of VTDDC, its key purpose and values of the Act.
 - Develop training and development activities to grow leadership skills, including opportunities to attend national meetings and trainings.
 - Develop training, information, and opportunities to connect members with policymakers and media.
 - Ensure that meeting preparation and format include user-friendly materials to support active participation of members and informed decision-making.
 - Provide support for officers and Executive Committee to fulfill roles.
 - Ensure that committees and workgroups effectively involve council members in VTDDC work.

2. Ensure that administrative structures are in place to support Council activities in compliance with state and federal requirements:
 - Ensure that financial systems are developed and followed to create and operate within cost-effective budgets; track and process bills; and comply with accounting procedures.
 - Maintain efficient office operations, including publications, purchases, record-keeping, member applications and appointments, and timely responses to calls and inquiries, etc.
 - Meet federal and state requirements, including contracts, grant agreements, and reporting.
 - Revise by-laws, policies, and procedures as needed and appropriate to meet federal requirements and organizational needs.
 - Review staff structure and professional needs and make recommendations so that VTDDC can accomplish its mission and goals.

- Identify staff needs for education and skill development, and plan resources to meet those needs.
3. Serve as core information and education source on developmental disabilities issues in Vermont:
- Conduct an on-going comprehensive review and analysis of the situation of Vermonters with developmental disabilities and their families.
 - Conduct surveys, forums, and the like that tap input from Vermonters with developmental disabilities and their families to identify gaps and unmet needs.
 - Review and report on program and policy initiatives at agency and legislative levels.
 - Create and inform individuals and families about opportunities to have a voice in planning and implementation of policies and programs that affect their lives and support their advocacy.
 - Collaborate with advocacy partners and community-based organizations.
 - Keep the Governor and policymakers informed of the work of the Council.
 - Develop, support, and participate in public awareness activities and maintain relationships with the media.
 - Represent VTDDC policy positions in a range of settings including meetings with policymakers, hearings, and testimony.
4. Conduct a strategic planning process that leads to the development and implementation of the five-year State Plan:
- Develop Plan following federal requirements that is based on results of input and research from Vermonters.
 - Design and implement advocacy, capacity building, and systems change activities aimed at reaching Plan goals.
 - Oversee the contract bid and grant competition process and monitor to ensure Plan goals and objectives are being achieved.
 - Oversee data collection and evaluation activities to ensure the Plan is effective.
 - Tap available community and organizational resources and partnerships to implement plan.
5. Develop partnerships and maintain core relationships within and beyond the developmental disability network:
- Liaise and develop initiatives with Act partners (Disability Rights Vermont and Center for Disability and Community Inclusion).
 - Develop and maintain partnerships with the Vermont provider network, disability rights organizations, and broad-based advocacy coalitions.

- Connect with other Councils through the National Association of Councils on Developmental Disabilities to identify current trends and best practices, and to offer and provide technical assistance.
- Maintain working relationships with federal funder, Administration on Intellectual and Developmental Disabilities.

Education and Experience

- Bachelor's degree required. Prefer post-graduate professional or graduate degree (in social work, education, law, planning, policy studies, public administration, or the like).
- Six (6) years professional experience in programs, services, or initiatives that foster independence and inclusion of individuals with disabilities, to include a minimum of three (3) years administrative experience in program development, evaluation, grants, business management, and policy analysis and advocacy.
 - Post-graduate professional or graduate degree (in social work, education, law, planning, policy studies, public administration, or the like) may substitute for two years of required experience.
 - Relevant personal experience in managing services and in providing leadership for advocacy and/or policy development may be substituted for up to two years professional level experience.
 - PREFER applicants who have personal experience with disability or disability-related programs.

Minimum Qualifications ~ Knowledge, Skills, and Abilities

1. Considerable knowledge of policy analysis, including the ability to anticipate trends, identify key policy issues, analyze and evaluate potential effects on people, and present issues and recommendations to policymakers.
2. Knowledge and skill in providing support to volunteer boards and members, including running effective meetings and informed decision-making.
3. Knowledge of strategic planning that involves stakeholders.
4. Knowledge of state and federal governmental systems including key developmental disability legislation and programs.
5. Considerable knowledge of program planning and grant processes including project development, administration, budgeting, evaluation, and federal and state compliance monitoring procedures.
6. Skill in budgeting and fiscal management systems.
7. Ability to communicate complex concepts and research findings to a wide variety of audiences both orally and in writing.
8. Ability to obtain the cooperation, understanding, and participation of a broad range of individuals and organizations in the development and implementation of projects and systems advocacy efforts to change the status quo.
9. Considerable knowledge of disability rights, accessibility issues, and community-based long-term care services and supports, including best practices.