

Pilot Parents of Southern Arizona

Executive Director

Position Summary:

Participates with the Pilot Parents Board of Directors in charting a course for the organization to support, educate and provide relevant resources for families raising children with special health care needs, developmental and intellectual disabilities. Builds and maintains positive and supportive relationships with other local, state, and national organizations serving families. Serves as a spokesman to promote the mission of the agency and communicate our philosophy and values to the community, families, relevant professionals, and other stakeholders.

Duties and Responsibilities:

Recruits, hires, supports, and manages staff through collaborative goal setting and performance outcomes, and clearly articulated goals. Establishes agency operating procedures and directs staff in the administration of all projects and activities, financial and reporting obligations. Assures Pilot Parents of Southern Arizona services are delivered in a professional and non-discriminatory manner, thus building a strong future for the agency, and accomplishing positive changes and supports for individuals and their families. Researches and responds to appropriate opportunities for program development through grants, contracts and other options for funding and agency growth. Manages the financial health of the organization in compliance with board-approved policies, including developing and proposing a balanced budget, establishing fiscal controls, and overseeing income, expenses, and cash-flow in compliance with existing and future contractual requirements. Assures compliance with relevant federal, state, and local regulations. Establishes an organizational culture and open communication with staff and Board conducive to achieving the organizations mission.

Qualifications:

Knowledge and experience in advocating for inclusive services and supports for families and individuals with special health care needs, developmental or intellectual disabilities.

Strong background in issues and existing services related to early childhood, education, transition, supported employment, supported living, and self-determination.

Experience in administration, non-profit management and managing and cultivating a professional team.

Demonstrates a record of maintaining a fiscally sound operation and achieving tangible outcomes.

Act as the agency's spokesperson to provide successful fund development and collaboration through strong communication and written skills.

Experience in public relations including social networking and media development for promotion of agency philosophy and programs