



Chief Executive Officer

ABOUT REACH

REACH's mission is to transform the lives of individuals with diverse abilities by helping them discover their voice and realize their dreams. We envision a world in which all people see themselves and others as valued, integrated members of society.

Established in 1969, REACH provides evidence-based, comprehensive, and transformative services to individuals with lifelong disabilities including autism, cerebral palsy, Down syndrome, and related medical and/or mental health disorders. We also work to challenge and reshape public perceptions that limit healthcare access, community inclusion, integrated public and post-secondary education, work opportunities, and affordable housing for those living with disabilities.

PRIMARY FUNCTION

Under the supervision and direction of the Board of Directors, the CEO shall oversee all REACH programs which includes monitoring of fiscal matters, management of personnel, development of funding resources and the maintenance of quality interactions with parents and community at large.

RESPONSIBILITIES INCLUDE

- To supervise all programs and activities of REACH which include educational, communication and residential programs.
- To maintain positive interaction with all parents of REACH and encourage their participation in all REACH programs and events.
- To monitor all fiscal matters of the REACH agency which includes:
 - Responsibility for invoicing of all Regional Centers and other agencies
 - Authorizing payment of all accounts.
 - Preparation of budgets and financial reports on a monthly, quarterly, and yearly basis.
 - Maintenance of appropriate financial records for all REACH programs.
- Plan and implement fundraising program(s).
- Assess needs of clients and the community and develop additional programs and services as dictated by such assessment
- Coordinate publicity and volunteer recruitment and training for agency.
- To act as public relations link with the community and its organizations.
- To oversee the selection, training and evaluation of all staff.
- To plan and participate in parent in-service and orientation as well as maintaining good parent-program communication within the association.
- Present reports for all on-going and proposed activities to the Board of Directors at their regular meetings.
- To demonstrate an appreciation for the needs of positive interpersonal relationships with parents, staff and the community for optimal client growth.
- To implement REACH's Strategic Plan process
- To perform other duties as assigned by the Board of Directors



POSITION REQUIREMENTS

Education

Master's Degree preferred; Bachelor's degree required from an accredited college or university in a field related to REACH's mission and services.

Experience

Five + years of experience in a senior level of nonprofit administration (with knowledge and experience in the Human Services field) including outreach, planning, budgeting and fiscal management, with a minimum of three years of experience at an executive level.

Core Competencies

- Building Collaborative Relationships
- Professional Behavior
- Results Driven
- Customer Orientation
- Flexibility

BENEFITS

REACH offers a comprehensive benefits package including Medical, Dental, Vision, Life, paid Vacation/Sick days as well as a 401(k) Retirement plan with employer match.

Dynamic professional work environment with a focus on a family oriented culture.

Qualified candidate must clear health screening, fingerprint background check and reference screening

For consideration, please forward your resume with cover letter to csanders@reach.services

Only those applicants who meet the hiring criteria will be considered and contacted by Human Resources. REACH is an equal opportunity employer. Visit <http://www.reach.services> for more information about REACH.