

## **The Arc of Volusia Assistant Executive Director Job Description**

Position: Assistant Executive Director  
Job Status: Full Time Direct Hire (40 hours/week)  
Reports to: Executive Director

**Scope:** This is a highly confidential position, directing the administrative support services of a multi-county community based program providing supports to individuals with intellectual and developmental disabilities. Duties include responsibility for planning, organizing, and directing the work of professional, technical, and clerical personnel. Work is performed with considerable independence, but is reviewed by the Executive Director for program effectiveness.

### **Duties/Responsibilities:**

1. Serve as the primary back-up to the Executive Director.
2. Assist the Executive Director with Annual Program Licensing Inspections, Provider Monitoring, and ensures overall compliance with Waiver standards.
3. Assist the Executive Director with the development and implementation of the Agency's Quality Management (QM) Plan and conducts quarterly QM meetings to review, update, and implement the standards set forth in the Quality Management Plan.
4. Assist with development and monitoring of program budgets under the direction of the Executive Director.
5. Review billing units for program participants monthly and make changes as needed.
6. Develop and implement systems to enhance the operations and effectiveness of the programs.
7. Develop and assist with staff in-service trainings and program structuring.
8. Ensure quality programming by reviewing individual program plans, goals and assessments.
9. Review, approve, and monitor staff attendance and time.
10. Provide day-to-day leadership and management of the organization that mirrors the adopted mission and core values of the company, reporting directly to the Executive Director.
11. Responsible for driving the company to achieve and surpass performance, profitability, cash flow and business goals and objectives.
12. Responsible for the measurement and effectiveness of all processes internal and external. Provides timely, accurate and complete reports on the operating condition of the company.
13. Spearhead the development, communication and implementation of effective growth strategies and processes.

14. Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the growth and sustainability objectives of the organization.
15. Implement strategies to enhance the exposure of the organization within the community, generating additional membership and volunteers for the overall growth of the organization.
16. Act as an advocate within the community, ensuring area stakeholders understand the mission of the Arc and support the efforts of the organization.
17. Define areas of marketing needs for the website, social media, membership packets, and organization collateral.
18. Seek new sponsorship including the development of new charity events that benefit the organization.
19. Serve as a contact person for Service Coordination Organizations and the Agency for Persons with Disabilities (APD).
20. Prepare reports as needed for the Executive Director, including board reports.
21. Attend board meetings as requested by the Executive Director.
22. Coordinate day program closings as needed.
23. Develop and monitor program evaluations.
24. Model leadership skills in the unifying principles for all program staff, participants and the community at large.
25. Attend annual training in the Human Service Field.
26. Assist the Executive Director in carrying out the mission of the organization.

**Minimum Experience and Training:** Bachelor of Science Degree in a Human Service field or five years of supervisory experience in a public or private organization, including experience in budgeting or procurement, program management, and extensive working knowledge of Home and Community Based Services.

**General Statement:** The duties and responsibilities listed are not set forth for purposes of limiting work. They are not to be construed as a complete list of the many duties to be performed.