

Hetlinger Developmental Services, Inc.

Executive Director

Hetlinger Developmental Services, Inc. (HDSI) is a non-profit organization serving individuals with intellectual and developmental disabilities. The organization was founded in 1961 by a group of parents and is governed by a Board of Directors. Hetlinger is licensed by the Kansas Department for Aging and Disability Services (KDADS) to provide Day Supports and currently has approximately 60 program participants. Several programs are offered including a Work Center, Employment Services, Enrichment Program and Activities Program. Hetlinger is also the Community Developmental Disability Organization (CDDO) for Lyon, Chase, Morris and Wabaunsee Counties.

The Board of Directors seeks an Executive Director to provide leadership oversight of all aspects of the organization and serve as the goodwill ambassador, public face and voice of the organization. The successful candidate will have a minimum of a Bachelor's degree in a field of human services and two to five years of experience in a senior management position, preferably in the area of rehabilitation programs or nonprofit management. This is a full-time salaried exempt position. Salary is commensurate with experience and knowledge, plus benefits.

To apply for the position, please submit a cover letter of application and a resume to the Board President at HDSIboardchair@gmail.com.

Required Qualifications:

- Minimum of bachelor's degree in a field of human services or work experience in human services of 1,040 hours of paid work experience substituted for higher education 15 undergraduate credit hours/ at least 8 full time semesters of satisfactory education/work experience.
- Two (2) to Five (5) years of experience in a senior management position, preferably in the area of rehabilitation programs or nonprofit management
- Evidence of strong oral and written communication skills including public speaking
- Strong financial management knowledge including development and implementation of budgets
- Ability to collaborate with industry, city, county and state leaders
- Ability to work with and advocate for persons with intellectual and developmental disabilities
- Be a confident, outgoing spokesperson, relationship-builder and fundraiser
- Successful criminal and financial background check and successful drug screen
- Must have a valid driver's license and safe driving record

Preferred Qualifications:

- Previous experience working with a Board of Directors
- Experience with non-profit management in the state of Kansas, including, but not limited to HR, Finance and IT
- Meet State of Kansas licensing requirements
- Reside within approximately 20 to 25 minutes from Hetlinger campus

Major Duties

- Provides leadership oversight of all aspects of the organization
- Promotes and implements the Mission, Vision and Strategic Plan of the organization
- Serves as the Goodwill Ambassador, public face and voice of the organization
- Ensures that the organization is managed in accordance with policies, licensing standards and other applicable legal requirements
- Ensures that standards for KDADS licensure requirements are met
- Maintains official records to ensure compliance with federal, state and local regulations
- Supervises the CDDO
- Serves as the official channel of communications between the Foundation, Board and staff
- Serves as President of the Hetlinger Foundation Board of Trustees, including, but not limited to, preparing the agenda, attending all meetings, recording official meeting minutes, recruiting and providing orientation of new Trustees
- Supports as non-voting member of the Hetlinger Board of Directors, including, but not limited to, preparing the agenda, attending all meetings, recording official meeting minutes, recruiting and providing orientation of new Board members
- Assists in the formation of official policies
- Develops and approves procedures designed to implement Board policy
- Supervises the preparation of an annual budget for Board consideration and administers approved budgets
- Assists the Board in fundraising, community relations and other affairs related to the purposes of Hetlinger
- Determines staff organizational structure and lines of authority and communication within agency staff. Supervises all employed personnel
- Approves all staff position descriptions
- Manages Information Technology and acts as liaison with third parties
- Stays abreast of developments in the field locally, state and nationally
- Embraces technological advances to further the work of Hetlinger
- Ensures a high quality of services to the persons served that promotes independence, community integration and high quality of life that are provided in a safe and supportive environment
- Manages human resources of the organization according to personnel policies and procedures as to compliance with current laws and regulations
- Oversees current and future buildings, grounds, projects and other physical assets
- Ensures that an annual audit is conducted by a certified public accountant and the audit report is presented to and approved by the Board of Directors and forwarded to official departments as required
- Performs other duties as may be required or assigned by the Board