

## **Job Description / Posting for the Executive Director**

Untapped Arizona is seeking an Executive Director with demonstrated success in building strategic partnerships in the Arizona business community. The Executive Director will be charged with leading development and management of the nonprofit organization in collaboration with an advisory board of business leaders. The selected candidate will also be responsible for development and implementation of a strategic and sustainability plan.

Untapped Arizona is composed of a network of organizations that routinely engage in building relationships with Arizona businesses, partnering together in an effort to help businesses meet their workforce needs through hiring and retaining workers with disabilities. It is the intention of Untapped Arizona to eradicate the need for Arizona businesses to resort to silo-oriented efforts to meet their workforce needs by providing businesses with a centralized contact and system to gain access to job candidates with disabilities. Untapped Arizona will provide businesses with a primary one-to-one contact that supports them with access to a coordinated system for dissemination and posting of job announcements. The primary contact facilitates businesses in accessing direct technical assistance pertaining to the hiring and retention of employees with disabilities. Partners In Brainstorms, Inc. (PIB) is supporting the organizational development of Untapped Arizona by hiring and providing support to the Executive Director, including consultation on program development and strategic and sustainability planning.

### **Primary Responsibilities**

- Manage process to implement 501(c)(3) nonprofit organization.
- Establish and support advisory board to develop and implement short- and long-term strategic and sustainability plans. This includes engaging stakeholders' active participation in the planning process.
- Oversee and manage daily operations and administration of the organization, including fiscal management.
- Serve as the central contact for Arizona businesses and principal spokesperson for the organization.
- Support Arizona businesses by facilitating access to job candidates with disabilities through the Arizona Job Connection web portal, and access to direct technical assistance and intervention services pertaining to the hiring and retention of employees with disabilities.
- Conduct public relations activities with chambers of commerce and other economic and workforce development groups.
- Oversee efforts to garner funding for the organization, including identifying resource requirements; researching funding sources; establishing strategies for approaching funders; submitting proposals; and maintaining and administering funding records and documentation.

### **Candidate Qualifications**

- Nonprofit or business management experience

- Leadership skills and a self-starter
- Experience in developing strategic partnerships and working with businesses to meet their workforce needs
- Experience in working with employment systems that support individuals with disabilities in finding and maintaining work
- Understanding of employment barriers (both individual and systemic) that impede individuals with disabilities in finding and maintaining work
- Experience in the area of board management and stakeholder engagement
- Training experience with varied audiences
- Understanding of economic development principles
- Strong verbal and written communication skills, including public speaking and grant writing
- Strong conflict resolution and decision-making skills
- Ability to manage and motivate board members and volunteers
- Experience in public relations and marketing
- A baccalaureate degree from an accredited college or university and minimum of 4 combined years in nonprofit management and business engagement experience are preferred. Additional years of experience may be considered as a substitute for the bachelor's degree requirement.

#### **Salary and Benefits**

- Salary is commensurate with experience (approximately \$60,000)
- Benefits include medical and dental insurance

Please send your resume to [executivedirectorsearch@untappedarizona.com](mailto:executivedirectorsearch@untappedarizona.com) by July 1, 2013.