



JOB POSTING

Position: Executive Director

The Center for Independence of Individuals with Disabilities (CID) is a non-profit disability justice organization that provides support services for people with disabilities in San Mateo County, California. CID has an annual operating budget of approximately \$2.2 million and a staff of 18 employees.

For more information about CID, visit our website at www.cidsanmateo.org.

THE EXECUTIVE DIRECTOR ROLE

As CID's Executive Director (ED) you will be responsible for the overall management and direction of CID in accordance with our mission and strategic plan. Specific duties include leadership over all aspects of CID, such as program and service delivery, finance, fundraising, human resources, communications, strategic focus, and board development.

The ED works under the general oversight of our Board of Directors (BOD). We are looking for an ED who has a proven work history of implementing change and delivering timely results. If you are the right person for this opportunity, you will have previous experience in fighting social injustice and centering the experiences of marginalized people. CID's ED needs to understand the principles of Independent Living, the Social Model of disability, the history of the Disability Rights Movement, and Disability Justice.

JOB RESPONSIBILITIES

ADMINISTRATION

- Overall responsibility for the day-to-day operations of CID.
- Develop and maintain systems and resources that facilitate the effective operation of the organization toward the objectives of CID's Strategic Plan.

FUNDRAISING

- Implement fundraising systems and strategies that result in significant monetary contributions that enable CID to meet its fundraising and financial goals.
- Identify and apply for new grant opportunities, both restricted and unrestricted.

STRATEGIC EXECUTION

- Work with the BOD and other key stakeholders to develop and implement a workplan that is the result of a shared vision for CID's year-over-year success.

- Create internal and external operational systems that strategically advance the goals and growth of CID over the short and long-term.

FINANCIAL MANAGEMENT

- Create CID's annual budget and submit it to the BOD for approval.
- Ensure CID is in full compliance with all non-profit accounting practices and appropriate financial controls and risk-management strategies are in place to protect CID's assets.

BOARD RELATIONS

- Keep the BOD fully informed on conditions, opportunities and challenges for CID so that the members can carry out their governance and leadership role.
- Work with the BOD to strengthen CID's capacity to provide resources and support for the disabled community.

DISABILITY ADVOCACY

- Maintain an inclusive and collaborative CID staff that prioritizes the voices and experiences of disabled people.
- Create and manage programs and services that address disabled people's needs across different demographics.
- Advance CID's mission as part of the larger Disability Rights Movement, utilizing grassroots organizing, advocacy campaigns and policy analysis.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Disability Studies, Nonprofit Management, or Public Policy that focused on disability rights and disability and/or social justice.
- 5+ years Nonprofit Executive Director experience preferred.
- Knowledge of accessibility standards and best practices for creating inclusive environments, prioritizing the lived experience of disabled people.
- Strong public speaking, networking and advocacy skills.
- Bilingual language ability preferred.

SALARY AND BENEFITS

CID's ED role is a full-time exempt position. Candidates who will be considered need to live within acceptable commuting distance to CID's office. The salary range is \$130,000-



\$150,000. In addition to the base salary, this leadership position offers medical, dental and vision health coverage, as well as an employer matched 401K benefits plan.

APPLICATION PROCESS

CID is an equal opportunity and affirmative action employer. All qualified candidates are encouraged to apply. Reasonable accommodations will be provided for all applicants who request it in the application and interview process as well as in employment.

Please email your letter of interest and your resume to CID's Board President, Jody Yarborough, at BoardPres@cidsanmateo.org. She will acknowledge its receipt and follow up with the next step. Thank you for your interest in joining CID's team.