

JOB OVERVIEW

JOB TITLE	Executive Director, Parent to Parent of NYS
LOCATION	New York State (Hybrid/Remote)
DIRECT SUPERVISOR	Parent to Parent of NYS Board of Directors

GENERAL JOB DESCRIPTION

For more than 25 years Parent to Parent of NYS (P2PNYS) has provided education and support services to the family members of persons with intellectual, developmental disabilities, and special health care needs. All members of the team have the shared experience of having a child or family member with a disability. Parent to Parent of NYS staff take pride in their ability to work together to prioritize the needs of caregivers knowing that well-supported and informed families lead to the best outcomes for everyone. Parent to Parent of NYS maintains its own 501(c)(3) status while being a member of Western NY Independent Living (WNYIL) Family of Agencies.

The P2PNYS Executive Director provides operational direction and leadership in all aspects of organization management and program delivery; ensures fidelity to the organization's mission, vision, values, program objectives, policies; implements strategic goals and objectives defined annually in partnership with the Board of Directors; serves as the public spokesperson for the organization; and works cooperatively with and in support of the Board of Directors in the fulfillment of their governance function.

SPECIFIC DUTIES & RESPONSIBILITIES

Strategic Planning and Governance:

1. Work with the P2PNYS Board of Directors to develop and implement a strategic plan for the organization in order to provide direction for the continued growth and development of Parent to Parent of NYS.
2. Serve as an ex-officio non-voting member of the P2PNYS Board of Directors, facilitating and providing support to ensure the board can carry out their fiduciary duties.
3. Make recommendations to the Board on matters that require their action.
4. Ensure compliance with all applicable federal, state, and local laws and regulations.
5. Participate as a member of the WNYIL Senior Leadership team, including coordination of activities with the WNYIL CEO and compliance with all relevant WNYIL policies and procedures to include the WNYIL Corporate Compliance Plan and HIPAA Security Policies and Procedures, as applicable.

Program and Service Delivery:

1. Oversee the development, evaluation, marketing, and implementation of P2PNYS programs and services.
2. Prepare or ensure preparation and timely filing of required program reports; ensure compliance with programmatic grant requirements.

Fiscal Management:

1. Oversee the prudent management of the organization's resources in compliance with established P2PNYS fiscal policies; make recommendations regarding any necessary changes to those policies.

2. Negotiate all contracts; ensure compliance with contractual obligations, state and federal laws and regulations; identify new funding opportunities, prepare and submit grant proposals.
3. Ensure completion of an annual independent audit and filing of all state and federally required documents and reports; maintain all required registrations for conducting business with the state and federal governments.
4. With support from contracted accounting services analyze, prepare and timely report revenue and expenditures to program funders and ensure preparation of quarterly fiscal reports for submission to the P2PNYS Board of Directors.

Human Resources Management:

1. Guided by Board-approved P2PNYS personnel policies and with contracted support from WYNIL's HR department, ensure the effective management and professional development of the human resources of Parent to Parent of NYS.
2. Make recommendations regarding staffing levels and changes to personnel policies; carry out the hiring and discipline of all Parent to Parent of NYS staff.
3. Provide direct supervision to the Administrative Assistant and all Program and Regional Management staff.

Community and Public Relations:

1. Assure the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders.
2. Identify and pursue opportunities for partnerships and collaboration.

General Duties:

1. Participate in WNYIL trainings, staff meetings, and events as needed to facilitate a productive and mutually beneficial relationship between the organizations.
2. Perform other job-related duties as assigned by the P2PNYS Board of Directors.

EDUCATION & TRAINING

Bachelor's degree or higher required, with three (3) years' relevant managerial and supervisory experience.

KNOWLEDGE & EXPERIENCE (if required)

- Strong leadership and communication skills.
- Experience applying knowledge of State and Federal laws and services to achieve family-centered outcomes. Knowledge of the OPWDD service system required.
- Experience working with families and people with disabilities and understanding of the impact of disability on family systems – personal experience as a family member of someone with a disability preferred.
- Experience working with not-for-profit boards, including a firm understanding of the financial operations of a not-for-profit agency.

SKILLS & ABILITIES

- State and federal grant writing and grant management experience.
- Ability to work independently and to adapt to shifting priorities when necessary.
- Must have an intermediate or higher level of knowledge of computers, including the use of Excel spreadsheets, databases, word processing and networks.
- Perform job duties in a professional, conscientious, and efficient manner.
- Must be able to travel independently throughout the New York State, with at least quarterly in-state travel and occasional out of state travel required.

WORKING CONDITIONS	
WORK ENVIRONMENT	Office/Community/Remote
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 25 pounds.
HOURS / SHIFTS	40 hours per week. Some evenings and occasional weekends required.
CLASSIFICATION	Full-time, salary, exempt, professional staff; Range: \$80,000 - \$90,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match.
OTHER	Must successfully clear a Background Check. Must have a clean driving record. Parent to Parent of NYS, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities.
POSTING INFORMATION	
CLOSING DATE	Open until filled.
HOW TO APPLY	Please send resume, cover letter, professional writing sample, and three references including at least two supervisors to board@ptopnys.org . Include "P2PNYS Executive Director" and your last name in the subject line.