



CIDNY
Center for Independence
of the Disabled, NY

Executive Director

Position Summary

The executive director (ED) deploys exceptional leadership, management, and relationship building skills to lead the Center for Independence of the Disabled, New York (CIDNY), a New York City based cross-disability non-profit Independent Living Center. CIDNY, with offices in Manhattan and Queens, specializes in providing culturally competent services, education and advocacy to achieve positive change for social and economic equality for people with disabilities.

The ED sets the strategic vision and collaborative partnership approach needed to expand the brand of CIDNY. The ED is an articulate, compelling, passionate ambassador and revenue generator for the organization, addressing diverse audiences in a broad range of settings.

Role and Responsibilities

Leadership

With direction from the board of directors, manage CIDNY in a manner consistent with the core mission. Relay commitment to the mission of CIDNY both inside and outside the organization while demonstrating the highest ethical standards and operating with integrity and transparency in conducting the business of the organization.

- Decisiveness
- Integrity
- Relationship building
- Problem-solving
- Dependability
- Ability to mentor

Board of Directors

Engage and support the board of directors in their role to oversee CIDNY, by communicating effectively with the board to allow informed decisions.

- Support the board of directors as the policy-making body of the organization
- Ensure that board members have the information required to fulfill their stewardship responsibilities
- Be guided by the board's policies in the management of the organization
- Bring opportunities for growth to the board for its review

ABOUT CIDNY

CIDNY is a nonprofit organization founded in 1978. CIDNY is part of the Independent Living Centers movement: a national network of grassroots and community-based organizations that enhance opportunities for all people with disabilities to direct their own lives. CIDNY is the voice of people with disabilities in New York City. CIDNY staff and board include social workers, lawyers, and other highly qualified professionals, most of whom are people with disabilities. The staff all have a strong belief in self-determination and bring valuable life experience and insights to their work.

- racially and ethnically diverse with the ability to communicate in over 27 languages including ASL
- speaks for everyone who lives with a disability, whether it came at birth, by injury, disease, or during the process of aging
- educate the public and advocate for civil rights and a strong safety net of benefits and services

- Be accountable to the board for the outcomes that the organization seeks to achieve
- Participate in board's annual review of the ED

Strategic Planning

Engage in strategic planning in consultation with the board of directors, leadership team, staff and stakeholders. Work with the board and leadership team to develop and communicate a compelling vision for CIDNY. Recognize, create, and capitalize on opportunities for organizational growth and success, including prioritizing diversity, equity, inclusion and anti-racism both within CIDNY itself and throughout the community CIDNY serves.

- Facilitate the periodic review of the organization's mission statement, values, and aid in the creation of a strategic plan
- Approach problems and opportunities for CIDNY and the disability community in a way that demonstrates openness and innovation

Communications

Work to deepen and refine all aspects of communications including web presence with the goal of creating a stronger CIDNY brand. Maintain and develop new media contacts to ensure CIDNY's work is publicized.

Develop connections with the disability community using social media and innovative technologies.

- Serve as the organization's primary spokesperson with the media, policymakers and the general public
- Encourage the development of effective spokespersons on the board of directors, the staff and among the constituencies it serves
- Ensure that the organization has an education program that is relevant to the needs of the communities it serves and for the general public to gain in understanding of disability, the status of people with disabilities, and disability rights

Community Relations

Build new and maintain current relationships with the disability community, other disability advocacy organizations, government agencies, elected officials to advance the mission of CIDNY. Work with stakeholders in the disability community to conduct annual needs assessments.

- Participate in advisory bodies of government agencies, advising them on disability matters
- Advise elected officials on key issues for people with disabilities and innovative solutions to removing barriers to greater participation in all aspects of society
- Oversee the development of strategies for the creation of change, including organizing, litigation, legislation, coalition building, and education
- Work collaboratively with coalition partners, forming coalitions, participating in them and helping to ensure that their agendas include the disability perspective
- Ensure that CIDNY's opinion is sought after by legislative and executive branches of city and state governments

Development

Work with the board and development team to broaden the financial support for CIDNY's work by expanding and retaining CIDNY's donor base. Cultivate new individual and institutional donors. Oversee creation of development plan to grow contributed revenue over time so that fundraising priorities are aligned with CIDNY's organizational mission.

- Support the board's leadership role in development
- Direct the organization in planning for increasing its resources
- Participate in the solicitation of donors
- See that CIDNY is the successful bidder on contracts

Financial

Work with the finance team and board finance committee to develop, implement, and monitor the annual budget and all other financial activities of CIDNY. Exercise sound and prudent fiscal judgment to ensure that CIDNY meets its financial obligations and annual budget goals. Oversee finances for the organization including budgeting, investment strategy, and financial management oversight.

- Recommend a budget to the board of directors that reflects the direction it has determined for the organization
- Manage the organization's finances and advise the board of events or trends that may affect their stewardship of the organization
- Oversee the development of financial statements that accurately reflect the financial status of the organization
- Advise the board of directors on changes to the budget that may be necessary and follow the board's direction
- Oversee the management of properties and ensure that working conditions support the staff's work
- Work with the board to ensure that the agency has the best advice available and that legal services to support all aspects of the agency are in place as required

Personnel

Lead CIDNY team with a positive, results-oriented style that inspires staff and broadens the circles of support for CIDNY's work. Foster and promote the professional development of staff through training, coaching and feedback on results. The ED is an innovative, transparent and adaptive leader with a commitment to building strong and effective teams, employee development and a drive to mentor, coach, and support all CIDNY staff.

- Work closely with the board of directors to ensure that personnel policies reflect best practices and legal compliance
- Ensure that the organization is seeking the best candidates with disabilities for positions throughout the organization and creating a climate for excellence on the part of staff
- See that the staffing structure of the organization keeps pace with the organization's growth

Qualifications

The ED is a passionate, accomplished disability rights leader with practical and substantive experience in a disability non-profit environment. The ED will have the ability to manage a dynamic and evolving disability rights organization. The ED has senior-level management experience with a proven track record of effective strong organizational management skills. The ED has the ability to supervise and oversee an organization with two offices and a staff of 80 persons, including the ability to travel as needed. The ED will have the ability to manage all operations, including HR, IT, administration, budgeting and finance.

Required Education and Experience

1. A Bachelor's degree is required, an advanced degree and/or law degree is preferred.
2. Nonprofit management experience of seven to ten years is necessary, preferably in a disability rights or independent living setting.

CIDNY is an equal opportunity employer and values a diverse workforce and inclusive culture. CIDNY encourages applications from all qualified individuals and does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, marital or familial status, veteran status, disability, AIDS/HIV status, medical condition, or any other characteristic protected by law.

This policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.

CIDNY is committed to providing reasonable accommodation to individuals with disabilities.

3. Knowledge of the civil rights movement for people with disabilities, including current trends and issues, and federal civil rights laws prohibiting discrimination on the basis of disability. Systemic advocacy experience is preferred.
4. Experience working with non-profit volunteer board.
5. Documented experience in employee supervision including a successful track record of recruiting and retaining a diverse team.
6. Lived experience with a disability.
7. Excellent coalition-building skills
8. Excellent organizational development skills.
9. Superior oral and written communication abilities.
10. Exceptional presentation skills.
11. Strong analytic skills.
12. Ability to influence others and educate policy makers
13. Ability to travel within the state and nationally.

Personal Characteristics

The ED has developed professionally into a fierce disability rights leader with an uncompromising commitment to advancing the rights of all people with disabilities. The ED has lived experience as a person with a disability and deep roots in the disability community. The ED has proven success in creating cultures defined by accountability, trust and respect. The ED is a compassionate listener who can make hard decisions when necessary.