

Appalachian Parent Association Inc. (Appalachian Crossroads)  
39 S. Third Street  
Oakland, MD 21550

**Job:**  
**Executive Director**

Appalachian Crossroads is seeking a full-time Executive Director. The successful candidate will have experience in the field of disabilities, experience in budgeting, fiscal planning, maintaining corporate compliance, managing personnel, developing quality assurance program and safety and emergency management.

**Responsibilities**

The Executive Director has the overall responsibility for the strategic positioning of the agency in such a manner as to ensure its success and its ability to achieve the mission as defined by the Board of Directors.

The Executive Director is responsible for the careful stewardship of the agency assets, both material and human and to adhere by the agency's core values with a commitment to quality and service.

The Executive Director serves at the pleasure of the Board of Directors.

**Essential Duties and Responsibilities:**

- Services to persons with disabilities in Garrett County
  - Provide leadership, planning, development and administration for the full range of services operated by Appalachian Parent Association Inc. (APA).
  - Develop and manage a strategic plan forecasting the future needs of the agency.
  - Be knowledgeable regarding the regulations governing the services provided and to ensure strategies are in place to maintain compliance.
  - Set the vision and tone such that the needs of the clients are paramount.
  - Ensure that policies and procedures are in place to meet regulations.
  - Responsible for the day to day management of personnel, services, programs and facilities of APA.
  - Responsible to ensure that the agency maintains license and certification in good standing and compliant with associated regulatory requirements of all funding entities including but not limited to the Developmental Disability Administration, the Behavioral Health Administration and the Division of Occupation and Rehabilitation Services.
  
- Budgeting and fiscal planning
  - Develop and monitor the annual budget in a manner consistent with the fiscal policies of the Board.
  - Present an annual budget for the review and approval of the Board.
  - Ensure that the Board receives regular budget reports.
  - Plan for the long-range capital needs of the agency,

- Ensure that policies and procedures are in place to meet the financial process.
- Ensure that an annual audit is conducted by a third party and is presented to the Board.
  
- Corporate Compliance
  - Ensure that all activities and documents necessary to for APA's corporate status are maintained.
  - Schedule regular meetings of the Board of Directors which includes developing the agenda and ensuring minutes are recorded.
  - Participate as an active member of all Board committees.
  - Assist the Board as directed in the recruitment and orientation of new Board members.
  
- Personnel
  - Develop and design staffing patterns consistent with the budget in such a manner as to successfully provide services.
  - Create an environment in which the value of the employee to the success of the mission is recognized and supported.
  - Ensure that Personnel Policies and Procedures are in place and are implemented consistently fairly and reviewed on a regular basis.
  
- Safety and Emergency Management
  - Ensure that procedures are in place to provide for the safety of persons served, staff employed, and the assets of the agency.
  - Ensure that procedures are in place to provide guidance and/or actions to take in case of a significant safety concern or emergency.
  - Provide direct leadership in case of a significant safety concern or emergency.
  - Notify the Board of Directors promptly as appropriate is such an emergency.
  
- Quality Assurance
  - Develop a quality assurance system for evaluating program effectiveness.
  - Ensure data is collected to measure quality assurance and cause reports to be developed and disseminated to the Board.
  - Set the expectation of quality and adherence to the values, vision and mission of the agency.
  
- Representing and acting on behalf of APA
  - Represent APA at variety of community functions and forums.
  - Participate in local, regional and statewide committees and associated Boards
  
- Expected Competences
  - Ability to speak in front of large and small groups, and

**Qualifications:**

Bachelor's Degree preferred  
Five years' experience in senior management required  
Five years' experience in Human Service with experience in the field of disabilities preferred  
Must have excellent verbal and written communication skills  
Public speaking ability  
Experienced and proficient in problem solving, and managing multiple and competing priorities  
Computer literate with moderate skill using Microsoft Office  
Ability to physically perform all duties of each position in the agency  
Ability to physically perform site visits and visit group homes  
Must pass a background check  
Must possess a valid Driver's License with a clean driving record  
Must reside within 30 miles from Oakland, Maryland

**Supervision Received:**

The Executive Director reports to the Board of Directors

**Supervision Exercised:**

The Executive Director supervises the directors and senior management staff

**Appalachian Parent Association, Inc. provided the following inclusive hiring information:**

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.