



Position Profile
**Vice President of
Self-Directed Initiatives**
The Arc Central Chesapeake Region



Dragonfly Central, Inc. is partnering with The Arc Central Chesapeake Region to recruit the next Vice President of Self-Directed Initiatives. This is an exciting opportunity for an accomplished leader to support the growth of self-directed services in Maryland.

The Arc Central Chesapeake Region's mission is to support people with intellectual and developmental disabilities to live the lives they choose by creating opportunities, promoting respect and equity, and providing access to services. We seek a strategic individual to serve as the Vice President of Self-Directed Initiatives as we continue to grow Self-Direction throughout Maryland. This position requires a candidate who possesses critical thinking and relationship building skills, and balances big-picture vision with detail.

The Organization

The Arc Central Chesapeake Region (The Arc) was founded in 1961 to provide services and supports to people with intellectual and developmental disabilities (I/DD) in Anne Arundel County, MD. We now proudly create over 1,330 opportunities for people with I/DD across Anne Arundel and Maryland's Eastern Shore and deliver financial management services to nearly 2,000 people with disabilities who choose to self-direct their services in Maryland.

We are a dynamic regional organization providing person-centered supports for people with intellectual and developmental disabilities to live, work, and connect with their communities. We advocate for equity and access for people with intellectual and developmental disabilities to live self-determined lives and foster opportunities towards self-sufficiency.

Our **Core Values** are evident in all aspects of our programs and services. These values are:

- **We embrace individuality**- We see the whole person, celebrate our differences, and offer the people we serve and our team opportunities tailored to them.
- **We are heart-driven** - Every interaction matters to us; we go the extra mile to care for the people we serve and our team.
- **We take strategic risks** - Fueled by the urgency of our mission, we continually push for better and more innovative approaches.
- **We are action-oriented** - We are creative, resourceful, and have a "get it done" approach to overcoming challenges.
- **We promote equity and respect** - We value the different identities and experiences of the people and communities we work with, and we build respectful relationships to meet them where they are.

Over the last five years, The Arc has transformed how services are delivered, how leaders at every level work together, and deepened our commitment to diversity, equity, and inclusion. Over the last year, The Arc partnered with employees from across the organization and within the community to develop value statements (above) that reflect who we are as an organization and how we approach our work. This collaborative process is just one example of how The Arc invites leaders at every level to share their voice and make decisions from a place of confidence, support, and ownership. With a growing team of nearly 500 employees, culture is an important part of The Arc's everyday operations and experience. We aim to create an environment where people and their talents can flourish – from direct service to customer service to governance.

For more information about The Arc, see www.thearcccr.org.

The Position

The Vice President of Self-Directed Initiatives (VP) will provide executive project management and leadership for The Arc's Self-Directed Services. The VP will be the lead liaison with Maryland Department of Health (MDH) and other key funders, consultants, and stakeholders. The VP is responsible for evaluating and ensuring that The Arc maintains compliance with contract requirements, MDH and other regulations, and financial management best practices. The VP will focus on quality systems to improve services in the areas of stakeholder engagement and customer satisfaction. The VP will approach the work with a cross-functional (department, organization, and community) mindset. The VP will be a member of the Executive Leadership Team and Leadership Council.

Roles and Responsibilities

The Vice President of Self-Directed Initiatives will provide effective executive project management and leadership for Self-Directed Services. The VP will also:

- Support the business strategy and scalability of financial management for people with disabilities.
- Collaborate with the Chief Program Officer and Chief Administrative Officer to execute organizational strategies and systems to ensure quality and compliance with The Arc's FMCS contract
- Lead a high performing team of department heads by further developing and implementing recruitment, training, and retention strategies in partnership with the Goldin Group
- Partner with the President & CEO and External Relations to represent The Arc with external constituency groups, including community, governmental, and private organizations; act as a primary liaison with Maryland Department of Health and other funders.
- Manage Self-Directed Services communications and stakeholder engagement in cooperation with External Relations and aligned with service contract(s)
- Ensure that Self-Directed Services operate consistently and ethically within the mission and values of The Arc; maintain compliance with all contract(s), regulatory, and licensing requirements in collaboration with External Relations and aligned with service contract(s)
- Assist the Goldin Group to prepare and submit an annual operational budget to the President & CEO and the CFO for review and approval; manage effectively within this budget, and report accurately on progress made and challenges encountered
- Provide programmatic leadership and input for all strategic planning processes
- Ensure compliance with all regulatory, licensing, and accreditation requirements by partnering with external agencies and educating and holding all levels of FMS staff accountable for compliance with regulations and procedures
- Manage and coach employees and consultants that are both directly and indirectly assigned
- Work in collaboration with the Goldin Group and Controller for Self-Directed Services to manage and oversee all payment processing, financial reporting, and Medicaid billing practices
- Support the development of organizational policies, procedures, and practice
- When requested, conduct research, prepare speeches, presentation, and talking points for the President & CEO and other senior executives on an array of topics and for a breadth of constituencies

Experience and Attributes

- 5+ years of progressive leadership experience in self-direction for people with disabilities or related services and experience scaling services is required
- Bachelor's degree in a human service or business administration field required; Masters' degree in business or related field and at least three years of executive level leadership is preferred
- Excellent oral and written communications; strong interpersonal skills with the ability to manage positive communication in difficult situations and the ability to provide candid/constructive feedback
- Strong project management experience; PMP or similar professional project management certification is a plus

- Demonstrated track record of building and managing high performing teams; Experience managing remote teams is a plus
- Demonstrated ability to exercise good judgment in sensitive situations.
- Ability to work collaboratively with diverse personalities and stakeholder/employee populations
- Ability to exercise initiative, think creatively in the improvement of processes, and drive results
- Ability to work well under pressure in an ever-changing environment
- Must be proficient with basic data-analysis tools and techniques, as well as computer programs such as the Microsoft Office suite

The salary for this position is \$120K per year. The Arc offers a competitive comprehensive total rewards package.

Application Process

Dragonfly Central is partnering with The Arc Central Chesapeake Region to find the best candidate for the Vice President position. To apply, email a cover letter that details you fit with the position's requirements and a chronological resume to TheArcVP@dragonflycentral.org .

For all other inquiries, contact Ginna Goodenow at ginna@dragonflycentral.org .

The Arc is an equal opportunity employer. The Arc provides equal opportunity to all qualified candidates without regard to race, color, religion, ethnicity, sex/gender, national origin, age, marital status, military/veteran status, sexual orientation, gender identity, pregnancy, genetic information, disability, or any other characteristic protected by applicable law. The Arc Central Chesapeake Region is proud of its commitment to and celebration of diversity, equity, and inclusion (DEI) throughout all aspects of its operations, vision, mission, and leadership.