



A family-based organization

Laura J. Kennedy
President

Tania Seaburg
Interim Executive Director

Memorandum

**To: Chapter Presidents
Chapter Board of Governor Members
Chapter Executive Directors
NYSARC Committee Members
Chapter Board of Directors
NYSARC State Office Staff**

**From: Laura J. Kennedy, Jack Kowalczyk Co-Chairs
NYSARC Executive Director Search Committee**

Date: July 7, 2017

Re: Executive Director Search Status and Position Posting

On behalf of the Search Committee, we are pleased to status you regarding our Executive Director search. During our initial meetings we refined our search process, and developed the position posting, which is included with this memo for our NYSARC community. This posting will launch through various external channels beginning next week to begin our overall recruitment efforts for the NYSARC Executive Director.

We want to extend our thanks to those of you that submitted feedback through our survey process and we will utilize this input as we manage our recruiting process. Given the various stakeholders across NYSARC, it is important for us all to reflect on the changes that are developing that will impact the direction of our field, and the strategic leadership that will be needed across NYSARC and our Chapters.

In support of the committee, Tricia Hertz, Senior Associate Executive Director for Human Resources, will be receiving the submissions for the position, with the committee reviewing resumes throughout the posting period. We anticipate initial onsite interviewing to be conducted in September, with follow up interviews determined as needed. Ideally the committee hopes to be able to present a final candidate to the Board of Governors at their October meeting. Tania Seaburg will continue to serve as Interim Executive Director, overseeing the work and direction of the State Office in support of the Executive Committee and Board of Governors.

The mission and support across our NYSARC community will continue to guide this Search Committee, with the spirit of good communication, education, relationship building and respect, allowing us to accomplish this search effort to meet the future needs of NYSARC.

Thank you and we will provide updates as the process continues.

LJK/JK/baf



Executive Director

Founded in 1949, NYSARC, Inc. is a family-governed, professionally managed, not-for-profit advocacy and service organization, with 47 community Chapters operating programs in every county in New York State, serving approximately 60,000 individuals, with intellectual, developmental, and other disabilities. Maintaining over 110,000 members, NYSARC's mission is to advocate for persons with intellectual and other developmental disabilities in every manner possible. NYSARC is committed to a full quality of life for every person, as it recognizes the challenges of the present and has a clear vision for the future.

NYSARC, Inc. seeks a dynamic Executive Director to lead and provide executive management to our organization supporting and assisting the NYSARC Board of Governors, Executive Committee and Senior Leadership of 47 Operating Chapters across NYS. This is an exciting opportunity to provide strong leadership and vision to a Senior State Office team that works in support of the mission and goals of NYSARC. Leading with a focus on: strong legislative advocacy, membership and public relations, program and operational sustainability, and outstanding quality and compliance throughout our operations, we provide support to individuals with developmental and other disabilities and their families across NYS.

The Executive Director will be an outstanding leader and change agent with proven skills to build upon NYSARC's 68-year successful track record. S/he will work alongside a highly skilled professional team that is deeply committed to the success of diverse stakeholders across NYSARC. Especially focused with an engaged Board of Directors, the Executive Director will work to ensure the strength and sustainability of our Chapters in a significantly changing policy and funding environment.

Position Qualifications include:

- A Master's or other advanced degree in a relevant field strongly preferred; equivalent work experience will be considered
- 10 years of experience in senior leadership position at large, multifaceted organization
- Expertise in nonprofit sector and developmental disability community preferred
- Skill, knowledge, and experience in interacting and advocating effectively with state and federal governments, and constituencies
- Ability in developing and implementing organizational change and strategic growth
- Experience and knowledge of the funding and regulatory systems of New York State and Federal agencies for services for people with developmental and other disabilities
- Executive managerial experience, collaborative, with an affinity for managing within a culturally and politically diverse community
- Exceptional communication/interpersonal skills; public speaking and media relations preferred
- A visionary, ethical, innovative, diplomatic, and energetic leader
- Experience working with a governing board; expertise in family governed organizations
- Understanding and dedication for the Organization's mission

NYSARC offers a competitive total compensation package based on skills and experience. Please submit letter of interest, resume, and any requirements to: CareersED@NYSARC.org

NYSARC is an Equal Employment Opportunity employer