



GOVERNOR'S COUNCIL FOR PEOPLE WITH DISABILITIES

A | Indiana Government Center South
402 W. Washington St., Room E145
Indianapolis, IN 46204

P | (317) 232-7770

F | (317) 233-3712

E | council@gcpd.in.gov

Title: Executive Director

Reports to: Governor's Council for People with Disabilities

Location: Indianapolis, Indiana

The Governor's Council for People with Disabilities (GCPD) is part of a network of fifty-six similar councils in our country authorized under the Developmental Disabilities Assistance and Bill of Rights Act. The intent of each council is to promote self-determination, integration, and inclusion for people with disabilities in the United States.

The mission of the Indiana Governor's Council for People with Disabilities is to advance social and policy changes that lead to the respect for and meaningful inclusion of people with disabilities and their families.

GCPD values diversity among our employees and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental and physical), sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or any other protected characteristic.

We strongly encourage individuals with disabilities from underrepresented groups to apply.

GCPD endorses and supports the intent of the Developmental Disabilities Assistance and Bill of Rights Act and the Americans with Disabilities Act (ADA), and is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants, employees, or board members.



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Responsibilities:

The Executive Director is responsible for maximizing the use of state and federal resources to further its work, accomplish its objectives, and foster its growth.

Specific responsibilities for this position include, but are not limited to:

- Maintains responsibility and administrative oversight and chief executive responsibility for the Council's office and its functions, responsibilities, authority, and relationships;
- Maintains day-to-day operations by recruiting, supervising, managing, supporting, coordinating, and evaluating Council staff and activities;
- Develops, supervises, and manages the Council budget and ensures financial reports are prepared accurately and in a timely manner, and are conveyed to the board in a transparent and readily understandable format;
- Supervises the timely and accurate expenditure of funds to grantees and vendors to maximize resources and ensure alignment with the Council's mission and the objectives and terms of the grant/contract terms;
- Oversees federal grant awards including fiscal oversight and programmatic reporting requirements, applications, and grant deliverables;
- Administers the overall development and implementation of the board-approved five-year state plan, any of the Council's shorter-term project plans, and, if appropriate, the Council's annual work plan including monitoring, reporting, and evaluating all projects and major activities;
- Identifies and responds to current trends and issues in an informed and constructive manner in accordance with adopted policies and direction of the board;
- Prepares for and supports Council committees and work-groups as they collectively carry out their governance and policy responsibilities;
- Supports the development of leadership skills and abilities of board members;
- Assures all board and committee members are kept fully informed on the condition and operation of the Council in order to maintain full transparency and accountability to funders and stakeholders;
- Maintains effective relationships with the National Association of Councils on Developmental Disabilities (NACDD), the Administration on Community Living (ACL),



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Indiana Disability Rights (IDR), Indiana Institute on Disability and Community (IIDC), various state agencies, legislative and executive bodies, disability-led groups, providers, advocacy agencies, grantees, and relevant community organizations at large;

- Represents the Council on local, state, and national policy meetings as necessary;
- Maintains compliance with all Federal and State regulatory responsibilities associated with the operation of the Council and use of Federal Funds.

Qualifications:

In an effort to attract candidates with lived experience and / or those who represent marginalized communities, applications will be considered as a whole. Applicants who do not meet every qualification are still encouraged to apply.

Required Qualifications:

- Experience in leadership (especially law, health or human services, state agency, or non-profit management);
- Management experience including staff supervision, budgeting, and reporting;
- Federal grant management experience;
- Degree in a related field or lived experience;
- Experience with the legislative process and policy development;
- Extensive knowledge and understanding of the Council's mission and vision and current philosophy, as well as best practices in providing services, supports, and accommodations for people with disabilities.

Preferred Qualifications:

- Knowledge and understanding of civil rights protections for people with disabilities;
- Knowledge and understanding of the primary federal and state programs, including the Developmental Disabilities Assistance and Bill of Rights Act, which provide funding mechanisms for services and supports for people with disabilities;
- Knowledge and understanding of planning, implementation, and evaluation strategies for projects and initiatives;
- Knowledge and understanding of key public policy issues for the disability community;
- Experience with public speaking and presenting to stakeholders, i.e., people with disabilities, policymakers,



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legislators, government officials, and members of the disability community;

- Experience working with boards and committees;
- Ability to communicate effectively with or without accommodations;
- Ability to work effectively with individuals and groups holding divergent opinions to build consensus.

Additional Notes About This Position:

This position reports directly to the Council and is responsible for supervising others. The job is performed in a typical interior office environment. The work requires very limited physical labor. The selected candidate must manage a heavy workload and work well under pressure to meet deadlines. Limited travel may be required to attend meetings locally, across the state, or country. Selected candidates must be willing to consent to a background check.

Benefits and Compensation: The State of Indiana offers a competitive benefits package. Details available at:

https://workforindiana.in.gov/content/Our-Benefits/?locale=en_US

Salary:

Range expected \$60,000-\$90,000 annually. Salary is negotiable and commensurate with experience.

To Apply:

Please submit a cover letter, resume, and salary requirements to GCPDselection@gmail.com. Applications will be accepted through August 7th, 2021.