



Job Title: President/Chief Executive Officer (CEO)
Department: Administration
Reports To: Board of Directors
FLSA Status: Exempt - Salaried
Prepared By: HR Department
Approved Date: May 20th, 2025
Revision History: 6.13.2003/9.2.2003/10.18.2016

SUMMARY

The President/CEO is a visionary and strategic leader dedicated to supporting individuals with intellectual and developmental disabilities (IDD). This role involves overseeing all aspects of TECH's operations, including program development, fundraising, financial management, community relations, advocacy and CDDO functions. The President/CEO ensure that the organization fulfills its mission to enhance the quality of life for individuals with IDD and their families while committing to an environment of growth, development, and support for employees. This position serves as the President to the agency's Board of Directors.

For purposes of the KPERS CDDO Deferral Program, is NOT considered a direct support position.

ORGANIZATIONAL JOB REQUIREMENTS

Working at TECH, Inc. and with individuals who have Intellectual and Developmental Disabilities is a uniquely rewarding experience that goes beyond the outlined job functions listed below. With a mission deeply rooted in supporting, developing, and creating opportunities of individuality and independence within the lives of persons with Intellectual and Developmental Disabilities, employees are expected to foster a sense of belonging for not only each other, but also with persons served.

In our work, we get to be part of someone's growth journey. A commitment to continuous learning and/or improvement, patience and creative adaptability are cornerstones to being an advocate for the organization, persons served, and each other. All staff play a critical role in TECH's work. You have a responsibility of promoting a culture of respect, honesty, trust, inclusion, and integrity among the persons we serve and your fellow team members.

ESSENTIAL POSITION JOB RESPONSIBILITIES/DUTIES include the following. Other duties may be assigned.

Strategic Leadership:

- Develop and implement the organization's strategic plan in collaboration with the Board of Directors.
- Provide visionary leadership to advance the organization's mission and goals.
- Foster a positive and inclusive organizational culture that values diversity, equity, and inclusion.

Operational Management:

- Oversee day-to-day operations, ensuring programs and services are delivered effectively and efficiently.
- Ensure compliance with all relevant laws, regulations, and standards.
- Manage senior leadership team and support their professional development.

Financial Stewardship:

- Support in the development and management of TECH's budget, ensuring financial sustainability.
- Oversee financial reporting, audits, and fiscal policies.
- Oversee the identification and pursuit of diverse funding sources, including grants, donations, and partnerships.
- All administrative responsibility for TECH, Inc., New Challenge, TECH Foundation, The Link Of Hutchinson and The Link II of Hutchinson

Fundraising and Development:

- Support fundraising initiatives to secure resources necessary for program expansion and sustainability.
- Cultivate relationships with donors, sponsors, and grant-making organizations.
- Represent the organization in fundraising, internal and external events and campaigns.

Community Relations and Advocacy:

- Serve as the primary spokesperson for the organization, promoting its mission and programs.
- Build and maintain relationships with stakeholders, including clients, families, community partners, and policymakers, as well as all levels of staff.
- Advocate for policies and initiatives that support the IDD community at local, state, and national levels.

Board Relations:

- Coordinate board meeting agendas with the Board's Chairperson.
- Collaborate with the Board of Directors to set organizational priorities/policies and navigating challenges, while supporting the overall mission of TECH.
- Provide regular updates to the Board on organizational performance and strategic initiatives.
- Support the recruitment, orientation, and development of Board members.
- Serve on all standing committees and task forces as an appointed member.
- Handle all special assignments as requested by the Board.

Community Developmental Disabilities Organization:

- Fulfill all obligations and administrative responsibilities of the Reno County CDDO fund management.

Accountability:

- Coordinate and prioritize workload, ensuring timely and accurate deliverables.

Attendance:

- Regular and reliable worksite attendance.

SUPERVISORY RESPONSIBILITIES:

The President/CEO is responsible for the overall management and development of all TECH's employees. Several upper-level managers report directly to this position, as well as the Director of Reno County CDDO via sub-contract. The President/CEO's supervisory responsibilities encompass a broad range of duties aimed at ensuring the organization operates efficiently, meets its goals, and maintains its values and mission.

POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Required:
 - Master degree in Rehabilitation Administration, Education, Social Work or Related Field.
- Preferred:
 - Master of Business Administration.

Communication:

Ability to partner with various levels of staff and external stakeholders. Field and respond to inquiries or complaints, regulatory agencies, or members of the business community. Have a high level of written and oral communication skills. Ability to effectively present information to various levels of employees, the public and/or Board of Directors.

Key Competencies:

- Visionary Leadership: Ability to inspire and motivate others towards a common goal.
- Financial Insight: Skilled in managing budgets, financial reporting, and resource allocation.
- Advocacy: Strong understanding of policy issues affecting the IDD community and ability to influence change.
- Fundraising: Proven success in securing funding and building donor relationships.
- Communication: Excellent public speaking, writing, and interpersonal skills.
- Organizational Management: Experience in overseeing complex operations and managing teams.

Additional Qualifications:

- Required:
 - High level of integrity and dependability with a strong sense of urgency and results oriented.
 - PC proficiency (windows environment) is essential.
 - Valid and current driver's license.
 - Proven leadership experience in a non-profit organization, preferably in the IDD or human services field.
 - Strong strategic thinking and planning skills.
 - Excellent interpersonal skills.
 - Demonstrated ability to build and maintain relationships with diverse stakeholders.
- Preferred:
 - Knowledge of the Kansas Department of Aging and Disability Services (KDADS) program and/or Home and Community Based Services (HCBS) Waiver for persons with I/DD.
 - Experience in financial management and fundraising.

PHYSICAL DEMANDS: LEVEL 3- MEDIUM WORK

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting 20 – 50 pounds of force occasionally, and/or up to 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK CONDITIONS:

The standard working hours for this position are 40 hours per week Monday – Friday from the position’s on-site office. However, due to the nature of the role, flexibility may be required to accommodate peak periods, reporting deadlines, internal and external or community events, and other business needs. From time to time, remote work opportunities may be available & approved depending on the circumstances.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and to inside wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals as used in cleaning, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Travel is a requirement of this position.

This job description is intended to provide a comprehensive overview of the responsibilities and qualifications associated with this position. However, please note that the nature of this position may evolve over time, and additional duties or responsibilities may be assigned to meet the organization’s needs. TECH, Inc. emphasizes the importance of maintaining accurate up-to-date documentation and will communicate with all affected staff as modifications are made.

TECH, Inc. is an equal opportunity employer and strives to create an inclusive and dynamic work environment.

I have read and understand the demands of this job. I can perform the functions of my job with or without accommodation(s).

Printed Name

Signature

Date