Chief Executive Officer (CEO)

ARC Marion, Inc.

Ocala, Florida

**Job Details**

Salary 80,000 – 90,000 commensurate with skills and experience

Full-time

Number of hires for this role: 1

[www.mcarc.com](http://www.mcarc.com)

**Benefits**

Health Insurance

Dental Insurance

Vision Insurance

Basic Life Insurance

Voluntary Life Insurance

Paid time off (Vacation & Sick)

**Full Job Description**

ARC Marion’s Board of Directors is seeking a CEO with a proven track record who will lead the organization with passion and enthusiasm. The CEO will be responsible for ensuring our motto “Client First” is reflected in all we do while building a vibrant, healthy non-profit, organization of impact, committed to serving the needs of persons with intellectual and developmental disabilities in Marion County Florida, so that they may live, work and play to the fullest of their capabilities.

ARC Marion, Inc. offers, Adult Day Training, Residential Habilitation, Supported Employment, Supported Living and Personal Support services to adults with developmental/intellectual disabilities and has an annual budget of Approximately two million dollars and employs 60 staff.

Responsibilities include but are not limited to.

Keeping “Clients First”

Developing a strong, engaged Board of Directors and working to ensure their active and enthusiastic participation in Board and Agency activities

Maintaining high visibility within the community and the organization

Donor and prospect cultivation

Community and Stakeholder outreach

Fiscal and Human Resource management

**The Ideal Candidate**

***Leadership, Advocacy and Strategic Planning***

Will be an advocate for the ID/DD population with local, State and Federal regulators to secure adequate funding and policies that will the support the provision of quality services.

Will serve on community, regional, and state planning groups to develop and maintain initiatives to serve and enhance the lives of the ID/DD population.

Is mission-driven and will provide visionary leadership and strategy with proven ability to turn plans into concrete positive action.

Is a solution-oriented collaborator. S/he will inspire and engage the Board, staff, the local community and its leaders, and other stakeholders, expanding existing partnerships and cultivating new relationships that support ARC Marion’s vision of Marion County serving as a model community, that embraces persons with disabilities and successfully supports their dreams.

Will establish and maintain strong working relationships with all governmental agencies necessary for the organization to successfully conduct its programs – locally, nationally and statewide.

**Community Outreach and Fundraising**

Is an excellent public speaker with a demonstrated ability to convey the needs, interests and desires of the ID/DD population.

Ability to communicate the organizations vision, mission and strategy to all stakeholders and generate interest and commitment to our programs both internally and externally.

Will maintain high, positive visibility in the community and will cultivate enthusiastic interest in Board membership and agency activities.

Will serve as the primary spokesperson for the organization with the media and the general public, and be the outward face of the agency when dealing with state, local governments and the community.

Will have a demonstrated history of successfully improving financial results through generating new revenue streams, grant writing, cultivating donors, partnerships and sponsors, as well as identifying and creating new and innovative fundraising opportunities.

**Organizational Management, Financial Management, Culture and Staff Relations**

Will have demonstrated business acumen, financial knowledge, strong analytical abilities and excellent communication and people skills. S/he will lead with emotional Intelligence and will develop a culture of service, with an interest in expanding the knowledge, skills and capabilities of staff as well as the people we serve.

Will be highly visible throughout the organization and will demonstrate and cultivate positive and productive interactions with clients and staff.

Will have positive program management experience, keeping clients first and ensuring the highest quality services, the agency is capable of providing.

Will have demonstrated excellence in management and financial skills with the ability to lake leadership over any operational area if necessary.

Will have significant general management experience, including fiscal management, ensuring efficient resource utilization and maintenance to maximize agency resources. With solid, hands on budget management skills. As well as demonstrate ability in interviewing, hiring, staff evaluation and a willingness to actively engage with and show appreciation for staff.

**Qualifications:**

Bachelor’s degree from and accredited university with preference given to an advanced degree in Nonprofit Management, Business Management or Education.

Five or more years of leadership experience preferably in nonprofit services.

Previous experience with individuals with intellectual and developmental disabilities preferred.

**Diversity Equity and Inclusion**

ARC Marion, Inc. is an equal opportunity employer. We will not discriminate and will take affirmative action measures on behalf of any employee or job applicant to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity or gender expression.

**How to Apply**

To be considered please send resume and cover letter to HR@mcarc.com Subject: CEO Search

or mail to:

ARC Marion, Inc.

Attention: CEO Search

2800 SE Maricamp Road

Ocala, FL 34471

**Closing Date: January 31, 2022**