



Position Title: Executive Director
Reports to: Disability Rights Louisiana Board of Directors
Location: Louisiana. Currently offices are located in New Orleans, Baton Rouge and Lafayette

Who We Are

Disability Rights Louisiana (DRLA) **protects** and **advocates** for the human and legal rights of all children, adults and seniors with disabilities. Our work aims to **empower** the disability community to live an integrated life, free from abuse, neglect and exploitation.

What We Do

DRLA provides 6 types of free assistance:

- Information and Referral
- Legal Assistance
- Systems Advocacy
- Outreach and Training
- Legislative Information and Education
- Investigations of Abuse and Neglect

We strive to remove intentional and unintentional barriers to education, employment, housing, voting, healthcare, and community services for Louisianans who have a physical, intellectual, or mental disability or a disability due to aging. To this end, Disability Rights Louisiana brings together a diverse group of people, businesses and organizations around a shared desire to make Louisiana a state where everyone has the opportunities and resources to reach their full potential. Providing people with disabilities with the tools and support to thrive at every stage of life creates a better community for all of us.

Responsibilities

This is a unique opportunity to lead an already effective organization, and to continue to improve the quality of life for people with disabilities and seniors in the state of Louisiana. The Executive Director is responsible for maximizing the use of resources to serve clients, accomplish objectives, and maintain Disability Rights Louisiana's stability

and foster its growth. You will perform a wide range of complex administrative activities related to the organization's fiscal affairs, staffing and personnel operations, programmatic operations, public liaison, and advocacy activities that serve to support and enhance the organization's operations. The position reports to the Board of Directors, who govern the organization, work collaboratively with the Executive Director to set strategic direction, and to whom the Executive Director provides operational and fiscal reporting on a regular basis. The Executive Director serves as a major advocate for the rights of persons with disabilities and works with local, state and national organizations, agencies, legislators and public officials.

Advocacy and Visibility

- Have a deliberate external focus to ensure effective relationships between Disability Rights Louisiana and the disability and aging community, legal community, legislative and state agency leaders, the National Disability Rights Network (NDRN), and other key stakeholders and programs which impact the organization's programs.
- Understand the dynamics of local, regional, and national environments, and work on an agenda rooted in the community's own perception of its diverse needs and aspirations.
- Be visible, approachable, and accessible to those in the community creating partnerships and awareness on Disability Rights Louisiana's mission and key priorities.

Organizational Leadership & Administration

- Develop and support high-performing teams within the organization at all levels.
- Set standards and inspire the culture and values of the organization.
- Build a diverse and authentic culture through personal example and communicate consistently and frequently with associates.
- Capably manage organizational change.
- Direct the overall financial management of the organizational budget.
- Ensure the budget is implemented in compliance with relevant federal and state laws and regulations and funding source requirements governing both expenditure of grant funds as well as the fiscal operations of nonprofit corporations.
- Ensure that Disability Rights Louisiana's management structure is consistent with its strategic

direction and that existing programs and new initiatives are well designed.

Personnel Administration

- Direct staff operations, including personnel recruitment, hiring, evaluation, promotion, disciplinary action and dismissal.

- Assure that staff are employed, that positions are filled by competent individuals, and that staff are trained, directed, coordinated and supervised effectively in order to carry out organizational goal and objectives.
- Directly supervise administrative, programmatic, legal and fiscal areas.
- Ensure a supportive and productive work environment.

Strategic Thinking

- Provide thought leadership by collaborating with others to create innovative solutions to systemic problems facing persons with disabilities and seniors living in Louisiana.
- Be courageous in challenging the status quo and push others to look at situations through a different lens and thinking.

Leadership Competencies

Team Builder & Uniter: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal. Externally, understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement. Internally, ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among leaders and stakeholders.

Contagious Leadership: Continuously leads with a humble perspective, is flexible when needed, is willing to have difficult, authentic conversations and creates discipleship across the organization and community around mission and vision.

Strategist & Visionary: Possesses the ability to think strategically in order to be a visionary and a creative thought leader. Confronts the complex realities of the environment and simultaneously maintains a perspective towards a different and better future, providing purpose, direction, and motivation.

Integrity and Trust: Develops lasting, positive internal and external relationships by reliably acting with strong ethical and moral behavior. Demonstrates honesty and strong work ethic. Builds and maintains solid trust with the Board of Directors, employees, constituents, and stakeholders through exemplary integrity and dependability.

Drive for Results: Focuses on attainment of *measurable* results that drive performance and organizational decision making. . Catalyze others' commitment to the mission of creating real change that leads to better protection of individuals with disabilities and seniors.

Communication: Able to communicate clearly and concisely to board, staff, community and public. Uses language people can understand and connects authentically with a diverse audience.

Education and Essential Experience

- Graduate degree with preference given to the following areas: public administration, law, social sciences and related fields.
- Minimum of five years' experience of progressive leadership in a complex not-for-profit or public organization, including experience in planning and implementing multi-funded budgets from a variety of funding sources.
- Knowledge of management principles and practices, and demonstrated abilities in the areas of financial and personnel management, and analysis of complex problems and development of creative solutions.
- Demonstrated knowledge of strategic, operational, program planning, including plan evaluation, under the supervision of voluntary boards and committees.
- Experience of leadership in addressing the needs of persons with disabilities and seniors.
- Demonstrated experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, including the public, elected and appointed officials and consumers of services and consumer advocacy groups.

Benefits and Compensation

DRLA offers a competitive benefits package including:

- Health insurance (with agency contribution)
- Dental insurance
- Vision insurance
- Long-Term disability insurance
- Basic life insurance (fully paid by the agency)
- Voluntary life insurance
- 401(k) retirement plan (with agency match and profit sharing plan)
- Flexible Spending Account
- Paid Time Off (vacation, sick, holidays)

Salary: Commensurate with experience

To apply

To be considered, applicants must submit a cover letter, resume and salary requirements to hr@disabilityrightsla.org.

Equal Opportunity

Disability Rights Louisiana 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 from underrepresented groups to apply.

Disability Rights Louisiana endorses and supports the intent of the Americans with Disabilities Act of 1990 (ADA) and is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees needing accommodations.