

~The Disability Foundation – Job Posting Announcement ~

(A Supporting Organization of The Dayton Foundation)

Executive Director

Salary Range: \$60,700-\$75,915

June Start Date

Position Purpose: To manage operations of and market The Disability Foundation, Inc. and its trust programs, primarily within west central Ohio; and serve as a conduit between TDF and Brighter Tomorrow Foundation Board of Trustees.

Market the Foundation and the Ohio Community Pooled Annuity and Flexible-Spending Trust

- Establish goals, strategies, targets and success indicators with responsibility for assessing and reporting on progress to The Dayton Foundation and The Disability Foundation Board of Trustees.
- Publicize and market the Foundation and its programs with strategies designed to solicit new business, giving presentations and offering information to prospective donors, advisors, as well as public and private agencies.
- Work with qualified donors and their advisors, probate court(s) and public service agencies to generate establishment of accounts with the Foundation.
- Supervise the office administrator in the planning and conducting of fundraising activities.

Supervise Administration and Development of the Disability Trust Ohio Community Pooled Annuity and Flexible-Spending Trust

- Assure effective day-to-day management of the Ohio Community Pooled Trusts, primarily within west central Ohio and compliance with Trust terms. Includes oversight of preparing reports on trust reserves and spending account distributions. Incorporate new business into existing administrative system(s). Provides reports to the board of trustees on overall agency operations.
- Maintain communication with personal representatives and public agencies as needed to ensure timely distributions for appropriate supplemental needs.
- Oversee scheduling of personal assessment visits to monitor supplemental needs.
- Oversee payback requirements to the State of Ohio after death of account holders.
- Provide information to prospective donors; assist qualified donors and their advisors in determining appropriateness of establishment of a gift annuity under the Trust or a fund of the Flexible-Spending Trust; The Dayton Foundation, Probate Court (if necessary) to establish gift annuities under the Trust or a fund of the Flexible-Spending Trust.
- Provide recommendations regarding design of administrative systems to address operational issues.
- Implement administrative systems as approved.
- Supervise administrative support staff to assist the Foundation.
- Perform special projects as assigned for The Disability Foundation, Inc.
- Assist trust recipients through appeal process, with the public benefit programs (SSI/Medicaid), when objections to a Trust are raised. Including seeking outside counsel to assist when necessary.
- Determine if distribution requests are allowable.

Serve as Chief of Operations for The Disability Foundation

- Prepare The Disability Foundation, Inc. annual operating budget; primary monitor expenditures to ensure compliance with authorized budget allocations. Provide audit and tax preparation oversight.

Provide Staff Support to the Board of Trustees and its Committees.

- Prepare reports on agency and trust operations.

- Operate as staff to the board of trustees.
- Serve as liaison between the board and committee members as needed.
- Provide oversight for scheduling of board and committee meetings.
Serve as an ex-officio member of each committee of The Disability Foundation.
- Provide staff support to the distribution committee of the Foundation.
- Meet with potential board nominees to explain role of board membership including committee responsibilities.

Serve as Operations Director for the Brighter Tomorrow Foundation (BTF)

- Provide audit and tax preparation oversight.
- Manage and maintain BTF operation budget; communicate with financial entities to ensure proper management of investments; monitor quarterly financial statements generated by TDF; oversee tax and audit preparation.
- Oversee grant process management; develop procedures, manage RFP process.
- Maintain effective communications with executive committee; complete meeting agendas and minutes.
- Serve as conduit between TDF and the development committee.
- Ensure donations are processed according to policies & procedures in a timely and accurate manner.
- Maintain open line of communication with the Developmental Disability Svcs. Superintendent and Board.

Position Qualification Requirements:

Education and Work Experience

Bachelor's degree required; academic studies in law, finance, accounting, public administration or social work preferred; minimum of five (5) years in management position OR

Any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Knowledge and Skills

- Prior nonprofit, office administration, trust administration, finance or legal experience very helpful
- Experience working with individuals with disabilities
- Knowledge of public assistance benefit programs extremely helpful; training will be provided
- Knowledge of development and fund-raising activities helpful
- Grant writing experience helpful
- Ability to work with volunteer boards
- Excellent telephone, oral and interpersonal communication skills
- Attention to detail in financial matters
- Ability to maintain high level of confidentiality
- Leadership, problem solving and analytical skills
- Proficiency in or knowledge of using a variety of computer software applications, i.e. word processing, spreadsheets, graphics, database, etc. as job requires.

Send resume and cover letter via fax or email to:

**LaTonia McCane, Human Resource Manager
The Dayton Foundation**

lmccane@daytonfoundation.org

FAX: 937-222-0636

Closing Date: Friday June 9, 2017

The Dayton Foundation is an Equal Opportunity Employer.