

**Reaching Maximum Independence
President/CEO
Job Description**

Reaching Maximum Independence

Reaching Maximum Independence (RMI) provides a comprehensive range of services for people with developmental disabilities. Our programs include Life Enrichment, Supported Home Living (HCS), Job Placement, and Group Homes. RMI also serves as a gateway to other community resources through case management.

<https://www.rmihomes.org>.

The mission of Reaching Maximum Independence is to assist individuals with intellectual and development disabilities (IDD) reach their maximum level of independence. With a budget of \$6 million and 65 employees, RMI is seeking a passionate and visionary leader to serve as the next President/CEO.

Job Description:

The highly motivated President/CEO is responsible to the Board of Directors for the management and implementation of the daily operations of the organization, utilizing both physical and financial resources, providing leadership, oversight and planning for all functional areas of the organization.

Responsibilities:

- Ensure the safety, welfare and growth of clients and Staff.
- Oversee preparation and implementation of Board approved annual budget.
- Maintain compliance with Board policies and government standards.
- Assist the Board and Staff in the development and implementation of a comprehensive strategic plan.
- Educate Board members on issues affecting RMI.
- Work closely with Board and Staff on fundraising opportunities.
- Develop and maintain open communication between Board and Staff
- Identify needs and coordinate the training of Staff, Board, and committees to maximize mission impact and technical proficiency.
- Ensure high quality, effective operations and programs.
- Monitor delivery of exemplary program services in accordance with licensing requirements and community expectations
- Cooperate and regularly communicate with volunteers, constituents, and community stakeholders to promote understanding and acceptance of RMI's role.
- Serve on appropriate local, state, and/or national committees and task forces.
- Evaluate programs and recommend modifications and improvements.
- Evaluate current and future staffing needs, job descriptions and organizational chart.
- Monitor and supervise the hiring and evaluate staff.

Requirements:

- Bachelor's degree required, Master's preferred.
- A minimum of seven years' experience in a senior leadership role.
- Extensive experience in direct management of employees. Nonprofit management preferred.
- Strong financial acumen with the ability to manage a complex budget.
- Excellent communication, interpersonal and relationship-building skills.
- Ability to relate to and communicate with people from all walks of life.
- Demonstrated experience providing leadership to volunteer boards.
- Proven track record of success in fundraising and knowledge of successful grant writing and management.
- Ability to direct and participate in planning and implementing fund-raising activities.

Benefits:

- The compensation for this position will be based upon the successful candidate's education, skills, and applicable experience.
- Medical coverage including health and dental.
- Group Life insurance policy and long-term disability provided.
- 401(k)

Salary: Starting at \$120,000

Deadline:

Résumés, cover letters and references will be accepted until **5:00 PM on Friday, May 24, 2024.**

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, without prior consent, nor will reference contacts be made until mutual interest has been established.

To apply for this position, please email your résumé, letter of interest and a list of three references. Please indicate the name of the position for which you are applying in the subject line of your email.

***LinkedIn submissions will be considered incomplete and will not be accepted.**

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