



INTERAGENCY COUNCIL OF DEVELOPMENTAL DISABILITIES AGENCIES, INC.

EXECUTIVE DIRECTOR

NEW YORK, NY

275 Madison Avenue
Suite 1203
New York, NY 10016

Tel: (212) 983 1600
Fax: (212) 983 1687

email: search@drgnyc.com
www.drgnyc.com

BACKGROUND

The Interagency Council of Developmental Disabilities Agencies, Inc. (IAC) is a nonprofit membership organization comprised of service providers that support individuals with intellectual and developmental disabilities in the greater metro-New York area.

IAC was formed in 1977 when a small group of 30 nonprofit agencies, mostly founded and operated by parents of children with developmental disabilities, banded together in an Inter-Agency Council to work with government to design, develop and operate a new, ground-breaking service system. Today, IAC represents approximately 165 member agencies and organizations helping 90,000 individuals and their families in all five boroughs of New York City, Nassau, Suffolk, Westchester and Rockland counties. IAC member agencies offer programs and services including: residential; pre-school and school age; early intervention; job training and placement programs; day habilitation; at-home and community supports; recreation opportunities; and clinical and health services supports to families.

IAC's mission is to plan, coordinate and integrate member services in the greater New York metropolitan area; promote public and private policies that will lead to greater opportunities for all individuals with intellectual and developmental disabilities; promote the need for sufficient and appropriate resources to fund these services, which will further enhance the quality of life of the individuals served by member agencies; and to provide professional training to employees of member agencies to further enhance their skills.

IAC supports its member agencies and fulfills its mission through five major program initiatives.

1. **Technical Assistance:** provides specific management and operational assistance in areas of program certification, rate setting, compliance, and project development.
2. **Training Institute:** provides training for workforce development, a seminar program for professional development, and several specialized training initiatives for unique program needs.
3. **Advocacy:** represents the interests of member agencies, and the individuals they serve at the local, state and national level of government.
4. **Transportation:** transports 6100 individuals daily from their residences to their day programs on 400+ vehicles from several bus contractors.
5. **Member Services:** offers cost efficiencies through group participation in programs of purchase, financing, on-line training system and similar joint initiatives, including the Board Financing Program, the Learning Management System, and the DSP Evaluation/Observation tool.

The strength of IAC is founded in the diversity of its members – from the grass roots upstart agencies to the well-established founders of the service system, from the single-service providers of Early Intervention, education, or advocacy services to the large multi-service agencies funded by multiple government entities – IAC members support each other and the mission to provide the highest quality services to support people with developmental disabilities.

Headquartered in New York City, IAC has a budget of \$54M, \$50M of which represents the hugely successful transportation program budget, and an internal staff of approximately 30. For more information about IAC, go to www.iacny.org

REPORTING RELATIONSHIPS

The Executive Director reports to the IAC Board of Directors and has a management team consisting of the following executives: Deputy Executive Director, Chief Operating Officer, and Associate Executive Directors for Transportation, Legislative Affairs, Adult Services, Children's Services and Management Services. The Executive Director is in the unique situation of having 165 leaders of member organization with whom he/she must interact in a collaborative fashion but from a position of leadership and strength.

THE POSITION

The Executive Director is the organization's Chief Executive Officer and is responsible for ensuring compliance with IAC's mission through overall effective and efficient management and operation of IAC's member services while carrying out policies developed by the board of directors. The I/DD community in New York is facing myriad challenges including the anticipated move to managed care, the rate setting uncertainty for services for both adult and children's services, a challenging political climate at the state level and the prospect of moving to a higher minimum wage. IAC under the leadership of Peter Pierri is held in high regard by both member agencies large and small and other provider associations in New York State. They are at the table in discussions with OPWDD, DOH, SED and CMS. Also, under Pierri's leadership IAC has grown what is probably the largest and most successful transportation service in New York for clients with intellectual and developmental disabilities.

This position presents Pierri's successor the opportunity to build on these successes aided by a strong management team. IAC seeks a forward thinking executive who can influence and embrace change and who can be a leader among his/her peers. The Executive Director must be an effective communicator of advocacy positions related to the betterment of services to providers who support children and adults with intellectual and developmental disabilities. The Executive Director will work collaboratively with other similar provider associations and continue its role in articulating the concerns and advocating the positions of its member agencies as well as acting as a filter between its members and the various state and federal funding sources in an effort to maximize the effectiveness of IAC's advocacy for the I/DD provider community at large.

RESPONSIBILITIES

- Effectively and publically advocate for issues important to IAC member agencies with all relevant government officials and legislative personnel.
- Maintain collaborative relationships with government officials to maximize IAC's ability to assist in problem solving issues of importance to IAC member agencies.
- Maintain a high level of expert knowledge regarding relevant OPWDD, SED and DOH regulatory and funding issues.
- As directed by IAC's board of directors, develop policy statements regarding issues critical to the field of intellectual and developmental disabilities; work with the board on the development of a strategic plan.
- Be responsible for the development of all IAC policies and procedures necessary to carry out the organization's work.
- Create, effectively develop and manage needed IAC member services that benefit our providers including, but not limited to, IAC's transportation system.
- Provide leadership to a strong management team continuing to motivate them to fulfill their various responsibilities while ensuring sound human resource practices are implemented to maximize their performance; recruit consultants and additional staff as needed to effectively carry out IAC's mission.
- Maintain an excellent working relationship with other relevant provider associations and work collaboratively with them to achieve IAC's goals.
- Ensure compliance with IAC bylaws and regularly communicate with IAC's board of directors to ensure they are well informed of all relevant issues that affect IAC and its member agencies.
- Be responsible for developing IAC's annual budget and submit it for approval to the Board of Directors.
- With the Deputy Executive Director and the COO maintain fiscal soundness through regularly monitoring income and expenses while ensuring the organization practices all accepted financial practices.
- Ensure all organizational records are maintained in a manner consistent with current professional practices, and ensure compliance with all regulatory requirements.
- Continue to provide relevant information and member support and services to maintain the ongoing high reputation and credibility maintained by IAC.

QUALIFICATIONS

Professional

- An advanced degree in a related field is required.
- Executive level experience in a nonprofit organization, government entity, or professional association serving or advocating for children and adults with intellectual and developmental disabilities is highly preferred.

- Significant experience with New York State's delivery system of services to children and adults with intellectual and physical developmental disabilities is highly desirable.
- A track record of motivating, leading and managing a highly trained and skilled staff as well as evidence of strong staff recruitment expertise.
- Business acumen and at the very least the ability to conceptualize needed technological improvements.
- Knowledge of managed care with its myriad of implications is highly preferred.
- Strong analytical, organizational, strategic and problem solving skills

Personal

- Superior interpersonal and communication skills
- Collaborative, inclusive style
- Open to change, forward thinking
- Political savvy and negotiation skills
- Diplomatic and decisive
- Ability to listen and act as a sounding board
- Level-headed, sound judgment
- Common sense approach to problem solving; solution oriented

COMPENSATION

An attractive and competitive package, commensurate with level of experience is available.

FOR MORE INFORMATION, PLEASE CONTACT:

Mary Wheeler, *Senior Vice President*
Jill Moscovitz, *Recruitment Associate*

DRG – EXECUTIVE SEARCH CONSULTANTS

275 Madison Avenue, New York, NY 10016

TO APPLY:

Please submit a resume and cover letter

Email: Interagency@drgnyc.com

Website: www.drgnyc.com

Fax: 212-983-1687

*This position description is based upon material provided by
The Interagency Council of Developmental Disabilities Agencies, an equal opportunity employer.*