



# Georgia Council on Developmental Disabilities

Executive Director

Atlanta, GA



## Background

The Georgia Council on Developmental Disabilities (GCDD) is the state's leader in advancing public policy on behalf of persons with developmental disabilities.

The mission of GCDD is to bring about social and policy changes that promote opportunities for the wide spectrum of diverse people/persons with developmental disabilities and their families to live, learn, work, play and worship in their communities.

GCDD works with legislators and advocacy groups to influence and support public policy that fosters a positive change in the way education, housing, workplace/careers and community living opportunities are made available to persons with developmental disabilities.

To learn more, please see the Public Policy Agenda- <https://gcdd.org/public-policy-intro.html>

To learn more about GCDD, go to <https://gcdd.org/>

## Position

The Executive Director serves as chief executive officer of the agency and is responsible for the overall administration and management of the Georgia Council on Developmental Disabilities, including programs, financial operations, external partnerships, grant allocations and business operations.

The Executive Director will work closely with the Council, its chair, and the staff to enable the agency to fulfill its mission. Areas of responsibility include planning and evaluation, implementing policies and administration, personnel and fiscal management, and public relations. This is a full-time position, hired by and directly accountable to the Council members through its elected chair.

GCDD has 11 FTE staff members, an operational budget of \$3.7M (including 1 federal grant of \$2.2M), gives out 30 grants (equaling \$1M), and has hundreds of partners throughout the state.

## Responsibilities

- Work in partnership with the Council to develop a shared vision for the future of the organization.
- Establish appropriate goals and strategies to advance the mission and operational objectives to support the five-year plan.
- Lead the staff in the implementation of the five-year plan and in managing and administering all Council programs and services.
- Lead and implement the recruitment, training, and on-going professional development of team members.
- Provide fiscal oversight including planning and budgeting to support the Council's goals and five-year plan.
- Serve as liaison between the Council and staff and foster a collaborative working relationship between both parties.
- Develop, maintain, and establish community partnerships with all agencies and stakeholders that support the work of the Council.
- Ensure that funds granted are making the intended impact based on the five-year plan while bringing in more grants for new and innovative programming.
- Lead efforts on behalf of the organization in public policy and advocacy.
- Developing PR strategies and campaigns; building positive relationships with stakeholders, media and the public

## Desired Qualifications

- Directly, or indirectly, lived experience and understanding of the developmental disability community
- Believes deeply in the mission; passionate about spreading the stories of the Developmental Disability community
- Experience in council development; understanding of how to advocate with the government around council appointments
- Proven experience of organizational leadership, preferably within the nonprofit sector
- Dynamic spokesperson and advocate for people with developmental disabilities
- Demonstrated experience in public policy, program administration, or advocacy
- Public facing leader that enjoys being out in the community and is able to galvanize excitement around a cause or idea
- Proven people manager with a desire to build a culture founded on respect and equity; leads from a place of empathy
- Relationship builder with demonstrated experience forming partnerships with elected officials, board members, staff, funders, and other stakeholders
- Strong written and oral communication skills with the ability to understand and communicate effectively with people who have developmental disabilities, their families, professionals, policy makers, and support/advocacy groups

- Strong working knowledge of concepts related to planning and budgeting process in state government and state and federal laws related to human services planning
- Experience and knowledge of programs, available services, laws, regulations, and issues related to people with developmental disabilities
- Innovative; thinks outside the box when seeking solutions
- Proven experience with grants, grant making and grant writing.
- Strategic mindset; experience in strategic planning and the implementation of the plans
- Minimum qualification: Bachelor's degree; Preferred: Master's or equivalent experience

## Compensation

The salary for this position is \$120,000, plus benefits.

## DEI Statement

GCDD welcomes applicants from all backgrounds and walks of life, as is reflected in our largely diverse staff. GCDD is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. GCDD recruits, hires, trains, promotes, compensates, and administers all personnel actions without regard to race, color, religion, sex, pregnancy, gender, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, sexual orientation, or any other status protected by applicable law.

This position description is based upon material provided by GCDD, an equal opportunity employer.

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