



## **Position Profile: President and CEO**

AccessPoint RI (APRI), located in Cranston, RI is currently seeking a President and CEO who will lead the strategic direction for APRI's future, working in partnership with board, staff, individuals, families and community partners to attain our vision of a *“fully integrated community where every person will have the opportunity to thrive; living, working, learning and contributing in ways that are personally meaning and fulfilling”*.

With a passion for APRI's critically important work *“to empower people with differing abilities to claim their rights to dignity, respect, equality and choice throughout their lives”* the President and CEO will build upon the legacy of APRI, a well-respected, trusted provider and partner that serves individuals and families, whether it is a family seeking assistance to optimize a child's development, an adult who may need support to live independently or an individual who seeks job training to find employment. They will manage a budget of over \$12 million, a staff of 300 and serve over 800 adults and children with developmental disabilities and a myriad of needs. The President and CEO reports directly to the Board of Directors, a dynamic group of strategic, highly engaged community, private and public sector leaders.

### **About APRI**

Established in 1965, APRI is a community-based, non-profit 501(c)(3) organization that specializes in services for children and adults with cognitive, physical and medical needs, supporting each person to live to his or her fullest potential. The agency is committed to meet the needs of individuals and families through providing high quality services such as adult residential, day enrichment services, vocational training and employment services; inclusive early childhood and special education grade school, transition services and children's clinical services.

AccessPoint RI works closely with government, private and public organizations locally and statewide to secure funding which is mainly comprised of state, cities/town and philanthropic funds, and to design and deliver programs and services to provide children and adults with differing abilities the means to lead full and productive lives.

For more information about APRI visit <https://www.accesspointri.org>

## **Position Summary**

The President and CEO is responsible for overseeing the administration, programs and strategic plan of the organization. They will ensure financial sustainability through grants acquisition, direct fundraising, marketing, and community outreach and manage the organization's resources. The President and CEO will lead the growth of the organization and further the mission by establishing new revenue opportunities, building relationships throughout the community and with a diverse group of stakeholders help people reach their potential through comprehensive, responsive and creative approaches.

## **Key Duties and Responsibilities**

***Mission and Organization Strategy:*** Works with the board and staff to ensure that the mission is fulfilled through strategic planning and that the organization effectively delivers quality services, programs and supports to our community.

***Organizational Leadership:*** Creates a diverse and inclusive, team-based organizational culture built on our person-centered values of commitment, communication, collaboration and innovation. Attracts, recruits, leads, develops, mentors and motivates a diverse staff ensuring everyone is connected to the organization's mission, vision, and shared values.

***Public/Private Partnerships:*** Advocates for the mission, vision and values of the organization as the liaison to the public, government, affiliated organizations and other stakeholders. Establishes and maintains relationships with many diverse organizations throughout the state to strategically enhance APRI's mission, collaborate on matters beneficial to the individuals and families APRI services and assesses these relationships in context of how they effectively serve the needs of APRI.

***Financial Performance and Viability:*** Ensures the fiscal integrity of the organization to ensure maximum resource utilization.

***Fund Development/Fundraising:*** Raises funds and directs the grant process; develops resources and funding streams to support APRI's mission.

***Leading Change:*** Spearheads the development, communication and implementation of effective growth strategies and processes.

***Operational Management:*** Oversees and implements appropriate resources to ensure that the operations of the organization are run efficiently. Enforces employment, operational and administrative procedures to insure effective operations. Executes all contracts, notes and agreements on behalf of the organization. Uses business analytics principals and bid processes for all contracts over \$10,000.

**Board Relations:** Works closely with the board to fulfill the organization’s mission. Develops collaborative relationships with the Board of Directors providing proactive communications, support to committees and leadership in the strategic planning process.

**The Voice of APRI:** Works closely with other professional, civic and private organizations; is active and visible in the community and the state; serves as the chief advocate, champion and spokesperson for APRI to the media, clients, state and local government and the general public.

### **Experience and Education**

The President and CEO will have a minimum of 15 years of leadership experience and at least 5 years in a senior leadership role. Experience in leading a non-profit organization, reporting to a board of directors is preferred.

- Bachelor’s degree required. Master’s or J.D. degree preferred.
- Familiar with a wide range of disabilities as evidenced by the agency’s consumers and an understanding about the benefits and challenges they face.
- Must have experience creating a diverse, team-based work environment in collaboration with staff.
- Track record of building and leveraging relationships within and among a diverse group of stakeholders, such as community, government, non-profits and businesses is required.
- Fiscal management experience required.
- Public policy experience desirable.
- Fundraising public and private funds required.

### **Key Competencies**

Our preferred candidate is a collaborator who will build and strengthen relationships among all internal and external stakeholders. They will engage board members, staff, clients, families, volunteers, donors, funders, partners, public officials and the community around APRI’s mission and commitment to empower individuals with differing abilities.

They should possess the following attributes:

- Have a passion for the inclusion of all people served by APRI; able to advocate for those individuals and families.
- The ability to convey a vision of APRI’s strategic future to all stakeholders. Can inspire and create excitement around the mission, move it forward and engage others to get involved.

- An inclusive leader, who is committed to diversity, equity, inclusion, racial and social justice.
- Compassionate, approachable, accessible and inclusive in style.
- A true delegator who will empower staff to take calculated risks, be accountable and encourage their professional and intellectual growth.
- Excellent oral, listening and written communication skills.
- Flexible, adaptable; open to new ideas and able to develop creative solutions to the changing landscape and challenges in our business.
- Transparent in their actions; personal integrity, honesty, and respect for others as demonstrated throughout their career.
- Uses sound judgement in decision-making with the long-term success of the organization in mind.
- Ability to make tough decisions through the lens of business analytics and mission.
- Strong organizational skills.
- Comfortable with public speaking, facilitating and presenting to groups.
- Strong financial management, budgeting, business acumen and planning skills.
- Ability to raise funds and develop funding sources.
- Familiar and proficient with technology to ensure efficiencies.

### **Contact**

This is an exciting opportunity for a passionate leader who is truly committed to providing opportunities and empowering the people we serve. Compensation will be commensurate with experience and qualifications.

APRI is an equal opportunity employer and fully committed to a culturally diverse staff to better serve our community. People of color, women, LGBTQ candidates, and people of diverse backgrounds are strongly encouraged to apply.

Candidates should submit a resume and cover letter describing their interest in this position, references, and salary requirements to:

Cynthia Butler, SPHR, SHRM-SCP  
 Butler & Associates Human Resources Consulting  
[cjbutlerhr@gmail.com](mailto:cjbutlerhr@gmail.com)