



**ST. LOUIS OFFICE FOR DD RESOURCES  
EXTERNAL RECRUITING ADVERTISEMENT**

Post Date: 7/17/2017

<b>POSITION</b>	Executive Director		
<b>DEPARTMENT</b>	Management	<b>STATUS</b>	Fulltime (Exempt)

**Candidate Profile for the Executive Director Position**

The St. Louis Office for Developmental Disability Resources (DD Resources) is seeking resumes from qualified individuals for an immediate opening for its next Executive Director.

DD Resources derives its authority through Missouri statutes 205.968 and 205.974 RSMo. This law permits the City voters to voluntarily authorize a local property tax to be used to maintain and enhance the delivery of services to individual citizens of the City with an intellectual and developmental disability. In addition to the revenue generated from the designated tax, the DD Resources also receives reimbursement for the provision of Targeted Case Management (TCM) to Medicaid eligible clients.

DD Resources is governed by a nine-member Board of Directors appointed by the Mayor of the City of St. Louis and approved by the Board of Alderman. DD Resources is authorized to hire an ED to conduct the business of the organization in accordance with its mission, vision, core values and policies.

**General Functions:** The ED is the chief administrator, providing the professional leadership in planning, developing and implementing the services of the organization. He/she is responsible for facilitation of the organization’s strategic plan. He/she is responsible for the fiscal management of the organization’s \$9.5 million budget. He/she will be responsible for the overall administration of DD Resources’ personnel policies and procedures. The ED shall represent the organization with all stakeholders, especially City and State public policy makers, funders, service providers and constituents/ consumers of services. The new ED is expected to be actively involved with various professional statewide organizations that advocate on behalf of individuals with intellectual and developmental disabilities. He/she is expected to stay informed about the status and trends that are impacting the organization’s operations, services and fiscal sustainability.

**Qualifications:** The ED must have extensive (at least five or more years) of executive leadership and management experience in the not-for-profit or developmental disability field. A Master’s degree in not-for-profit management or related field is preferred. He/she is expected to have a working knowledge of Home and Community Based Services and a working knowledge of Medicaid funded TCM. The next DD Resources ED will have a strong knowledge and understanding of developing and managing a multi-million-dollar budget. In addition, the ED must have strong working understanding of information technology and how it can enhance management decision making. DD Resources expects the next ED will have the experience and expertise to provide leadership through the paradigm changes occurring within the disability field and within the DD Resources. He/she must be able to build constructive relationships with key stakeholders built on trust and respect. He/she must be an excellent communicator and effective change manager with a focus on strategic planning and decision-making. He/she should have experience in guiding an organization through challenging times, while supporting the DD Resources board in fulfilling their responsibilities as the organization’s governing body.

The new Executive Director must establish residency in the City of St. Louis within six months after assuming the position. Salary and benefits are competitive and commensurate with expertise and experience. DD Resources is an EOE\*.

**Submit resumes by 5:00 p.m. on Monday, August 7, 2017 to Transitions In Leadership at [ddr@tilnonprof.com](mailto:ddr@tilnonprof.com).** Postal mail submissions will be accepted, at Transitions In Leadership, 2371 Baxton Way, Chesterfield, MO 63017. Telephone calls will not be accepted.

**\*\*Equal Opportunity Employment:**

The hiring, assignment and promotion of Employees shall be based on qualifications and abilities, without regard to characteristics protected by federal, state and local regulations (race, color, ethnicity, religion, national origin, ancestry, gender, sex, sexual orientation, age (40 or older), disability, genetic information, veteran status and familial status.