



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

Post Date: 8/7/2017

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

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.

DD Resources has overcome recent challenges and is now ready for the leadership of an individual who is a both a change agent and visionary. The FY 2018 budget is balanced and reflects a responsive approach to City client needs within available resources.

**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 will represent the organization with all stakeholders, especially City and State public policy makers, funders, service providers and consumers of services. 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. The next DD Resources ED will have experience in 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. He/she must be able to build constructive relationships with key stakeholders. He/she must be an excellent communicator. He/she should be a change manager. He/she should have experience in the guiding the board in fulfilling their responsibilities as the organization’s governing body.

The base compensation and benefits are very competitive with the position’s responsibilities, expectations, the management of an approximately \$10 million organization and the candidate’s experiences and expertise.

***The DD Resources is committed to find the most qualified individual to be its next Executive Director from the applicants for that position. City residency is not required. However, when considering the qualifications of the candidates with all things being equal, City residents or someone willing to move to the City will be given preference.***

**Submit resumes by 5:00 p.m. on Monday, August 21, 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.