

PROTECTION & ADVOCACY SYSTEM, INC.

CHIEF EXECUTIVE OFFICER - Position Description

Protection & Advocacy System, Inc. (P&A), a Wyoming non-profit corporation and the state's Protection and Advocacy (P&A) agency designated to receive federal funds to protect and advocate for the legal rights of eligible people with disabilities, seeks a dynamic and experienced person to lead P&A as its new Chief Executive Officer.

P&A's mission is to protect and advocate for the human and legal rights, interests, and welfare of Wyomingites with disabilities; promote, support, and assist Wyomingites with disabilities in understanding and controlling those systems and processes which directly affect their lives; and foster the development, availability, and accessibility of services which increase the opportunities available to Wyomingites with disabilities to live their lives as fully, independently, and productively as possible. P&A has served as Wyoming's designated P&A agency since 1977 and is a member of the National Disability Rights Network (NDRN).

The Chief Executive Officer (CEO) is the highest-level employee of P&A and will serve as the primary public face of the organization. The CEO is responsible to the P&A Board of Directors (Board) for the oversight, management, and implementation of all program services pursuant to policies and programs approved by the Board, and for the organization's consistent achievement of its Mission, goals and objectives. In the performance of duties, the CEO reports to the Board directly through the President of the Board.

RESPONSIBILITIES (either directly or in conjunction with applicable staff members):

1. **Systems Advocacy and Liaison:** Ensure that P&A is effective in pursuing Board-approved goals and objectives to achieve improvements in service systems, protect the legal rights of, and monitor, investigate and respond to abuse and neglect of Wyomingites with disabilities. Establish and maintain working relationships with consumers, family, provider, policy-making, and other relevant groups or agencies as necessary to achieve these goals and objectives. Enable P&A to take full advantage of the authorities provided to a P&A to advocate for and protect the rights of Wyomingites with disabilities. Serve as the primary spokesperson for P&A across the state.
2. **Program Planning, Development, and Operation:** Develop annual goals and objectives for Board approval, preserve and expand the capacity of P&A to meet its overall Mission, ensure the quality of legal and advocacy services, focus resources on implementation of program objectives and monitor performance, ensure agency services are effective and accountable, ensure management information systems capture all data needed for quarterly and annual reporting to federal oversight agencies, and ensure the completion and submission of all required reports.
3. **Employment and Personnel Management:** Develop and maintain a diverse, well-qualified, competent, and hard-working staff which includes lawyers, advocates, financial and administrative personnel, and other appropriate staff to achieve P&A's goals and objectives. Ensure all P&A personnel policies and procedures are followed and remain in compliance with all state and federal laws and regulations.
4. **Financial Management:** Oversee and/or develop a proposed annual budget and monitor financial transactions and status throughout the year. Ensure all P&A policies and procedures for financial management are followed, such policies comply with all federal, state and other applicable requirements, and safeguard the financial interests of the agency.

Support to Board of Directors: Responsible for maintaining regular and timely communications with the Board and the Executive Committee, responding to Board requests, and to support the Board in carrying out its responsibilities of oversight of the agency.

Other Activities and Responsibilities: Perform other activities in support of P&A's work, such as speaker/facilitator, outreach, and trainer to outside groups or community partners. Receive ongoing training on substantive, administrative and leadership issues through available national and state resources. Establish and maintain relationships with the National Disability Rights Network (NDRN), funders, potential funders, and a full range of coalitions and organizational partners.

QUALIFICATIONS & MINIMUM EXPERIENCE REQUIREMENTS:

- Strong and clear commitment to advancing the rights of people with disabilities in ways that demonstrate the values of inclusion, autonomy, equal access, and full participation in community life.
- Experience working directly with persons with disabilities and from multi-cultural communities.
- Experience working effectively with multiple organizations and individuals with diverse perspectives, the public, elected and appointed officials, and service recipients.
- Demonstrated understanding of legislative and executive-level public policy issues and processes.
- Understanding of the legal rights and advocacy which impact persons with disabilities.
- Successful leadership in managing and supervising staff in different disciplines.
- Experience in financial development, financial management and oversight, grant and contract compliance, strategic and priority planning, and managing change.
- Strong management and supervisory administration skills.
- Effective communication; both oral and written.
- Graduate degree preferred with preference given to the following areas: law, public administration, social science or another human services field.
- A minimum of 5 to 10 years of work experience in administration and management of a complex not-for-profit or similar organization with preference given to experience in managing complex multi-funded budgets.
- Work experience with federal grant procedures required.
- Experience in disability advocacy preferred.
- Successfully complete state/federal background check(s) and any additional security level requirements as necessary from the Agency's federal, state, or private grantor programs.
- This position is considered key personnel and prior approval from SAMHSA, as specified in grant Terms and Conditions, must be obtained.

LOCATION and TRAVEL:

Location – Cheyenne, Wyoming

Travel – The position requires occasional travel outside of the business day or weekend. Ongoing meeting and training opportunities are necessary throughout the year, although some meetings continue to be available virtually.

EMPLOYMENT BENEFITS:

P&A offers a competitive salary commensurate with experience. Fringe benefits include medical, vision, dental, life and AD&D, 401(k), FSA/HRA, accrued vacation and sick leave, and paid holidays. A relocation stipend will be negotiated.

P&A is an Equal Opportunity/Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, protected veteran status, disability status, marital status, genetic information, or any other characteristic protected by law.

P&A serves under federally funded grant programs and is a drug free workplace.

APPLICATION PROCEDURE: In order to receive full consideration, **applicants should submit their documents by October 31, 2024.**

Documents and Information to submit:

- 1. Cover/Introduction Letter** - include reason for applying for this non-profit, professional position and any salary requirements.
- 2. Resume**
- 3. List of at least three professional references** who can speak to your work. List names, phone numbers, and email addresses.

Completed Information Packets for Consideration can be emailed to:

Search Committee

CEO@Wypanda.com