



Atlantis Community, Inc.

Position Posting

Job Title

Associate Director

FLSA Status – Exempt
Annual Salary - \$65,000

Summary

Atlantis Community, Inc. has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the rights of people with disabilities to take control over their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support.

Position Description

The Associate Director's duties include assisting the Executive Director with the oversight of the organization's daily operations and supervision of programs and services. This position will also coordinate the organization's efforts on public policy and systems advocacy, including analyzing state and federal legislation, regulations, and other policies affecting people with disabilities. The Associate Director must be committed to the civil rights of people with disabilities and be comfortable advocating against public policies that do not protect and promote these rights.

The Associate Director will demonstrate competency in the following areas:

- Collaborative Leadership
- Program Management
- Community Engagement
- Individual and Systems Advocacy

The Associate Director will strive to maintain positive working relationships with agency staff, funders, and community partners by providing exceptional customer service. The Associate Director will contribute to a positive working environment by providing meticulous attention to detail and a readiness to help others. The Associate Director will demonstrate in-depth knowledge of and commitment to Atlantis and its rich history. This is a high stress and demanding position that requires the management of multiple projects while producing high quality results.

The Associate Director is a member of the leadership team and responsible for guiding Atlantis' policy and advocacy agenda. The Associate Director will assume the responsibilities of the Executive Director when the Executive Director is absent. The Associate Director reports directly to the Executive Director.

Essential Duties and Responsibilities

Leadership

- Assist in the development, and implementation of internal policies and procedures
- Collaborate with human resources and the leadership team to create and maintain a robust training program for employees
- Provide leadership to support and encourage team development
- Provide strategic leadership and organizational management to achieve annual goals through effective planning, communication, and implementation
- Collaborate on the implementation of goals and priorities identified in the organization's strategic plan

Organization Operations and Program Management

- Collaborate with the Executive Director in the development and oversight of the annual operating budget
- Assist with ensuring expenditures are allowable and appropriate based on funding source guidelines
- Ensure efficient operation of services and programs
- Identify and implement best practices that support consistency throughout the organization's strategy, operational methods, and data collection needs
- Follow through with the development of new program and initiatives as directed by the Executive Director

Community Development and Advocacy

- Stay current on industry trends and standards, including state, local, and federal policies
- Actively participate in stakeholder committees and boards
- Develop and implement advocacy plans and strategies
- Produce written materials, such as letters and position papers, in response to proposed public policies
- Effectively analyze legislation and budget initiatives that affect the lives of people with disabilities
- Advocate for the creation of integrated, consumer-directed, community-based services that maximize the independence, self-determination, and civil rights of people with disabilities
- Make recommendations to the leadership team on policy positions
- Coordinate with staff to provide expert testimony as needed for regulatory and statutory changes
- Collaborate with community partners on Atlantis' policy and advocacy priorities
- Create awareness of disability rights

Qualifications

Knowledge, Skills, and Abilities

- Management experience in an organization with comparable mission, budget, and staffing
- Experience advocating for people with disabilities
- Excellent written and oral communication skills
- Demonstrated experience working with and in diverse populations

- Demonstrated ability to effectively prioritize and implement complex projects
- Proficiency with MS Office
- Keen analytic, evaluation, organization, and problem-solving skills that support and enable sound decision-making
- Understanding of and commitment to, the Independent Living Philosophy and disability rights
- A working knowledge of community resources and programs available to people with disabilities
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of consumers, oversight agencies, partner agencies
- Adaptability to changes in the organization's environment

Education and/or Experience Required

- Bachelor's Degree in a related field. A combination of relevant experience and education will be considered
- A minimum of 5 years of successful program management, with at least 3 years in a senior or leadership role involving supervision of staff
- Two (2) years of experience analyzing legislation, law, regulation, and policy
- Personal experience with the disability community preferred

Physical Demands

- Must be able to sit for 30 minutes at a time at a desk
- Must be able to practice self-care techniques at work to avoid occupational burnout
- Must have access to reliable transportation, as there may be local day and overnight travel

Compensation/Benefits

Benefits include medical, dental, vision, and paid time off including 11 paid holidays a year.

Important Notes

- This position is Full-Time, (40 hours a week) fully benefited position
- Hours are Monday through Thursday, 8:30 AM – 5 PM and Friday, 8:30 AM – 4 PM

To Apply

Submit a resume and cover letter to hr@atlantiscommunity.org by Friday April 19, 2019. People with disabilities are encouraged to apply. Please include the position title in the subject line.