Martha's Vineyard Community Services, Inc.

Division Director, Disability Services

Job Description

Reports to: CEO

Classification: Exempt

Department: 420

Approved: Elizabeth Folcarelli, CEO, 9/2024

Next Review Date: September 2025

Job Summary

In the role of Disability Services Division Director, the incumbent develops, directs, and supports the programs and services of Disability Services and works as key contributor to the organization's Administrative Leadership Team, Agency Management Team, Quality Management Team, and other agency processes and initiatives. Programs under the Division Director's immediate purview include Island Employment Services (IES), Family Support Services (FSS), Daybreak Club House, Island Disability Coalition, and other programs and services related to supporting persons with varying abilities. The Division Director also dedicates approximately 20 hours per week at the Daybreak Clubhouse; provides leadership to the Clubhouse's Coordinating and Generalist staff; and works to strategically and operationally develop the program in conjunction with its staff and membership. (As the Division grows, we expect to replace the Division Director's direct role at Daybreak with a dedicated .50 FTE Program Director for the Program.)

As a Division Director, the incumbent is responsible for the full operation of the division including human resources management, performance management, financial management, strategic business growth, community relations, and contract growth and accountability. The Division Director mobilizes internal and external resources to achieve program, Division, and organizational goals. This position requires strong communication, critical thinking, decision-making, and operational skills and independent problem-solving.

Job Responsibilities and Essential Functions (essential functions*):

1. **Leadership, Supervision, and Organizational Membership**

   a. Lead direct and ancillary reports as designated by job duties.
   b. Foster efficient and effective cross-functional teamwork and results-oriented deliverables.
   c. Mentor and coach direct reports and support teams, delegating work streams effectively, foster professional growth, and motivate and hold team members to a high standard of excellence.
   d. Operate within framework of MVCS policies and procedures and job descriptions, as applicable.
   e. Participate in proposal conceptualization, development, and submittal, as appropriate or assigned.
   f. Actively engage with CEO and other members of the senior and management team on proactive and/or responsive basis with exceptional communication, follow-up, and transparency.

g. Conduct individual supervision in accordance with agency policy.
h. Participate in scheduled operational and strategy review with CEO, Chief Program Officer, Chief Administrative Officer, Chief Financial Officer, and other management personnel as applicable
i. Serve as an active participant and collaborator on the following: MVCS Administrative Leadership Team; Agency Management Team; All Staff Meeting; Quality Management Team, and other committees as selected or assigned. *

2. **Disability Services Operations**
   a. Plans, directs, develops, and implements programs and services for the community of persons with disabilities*.
   b. Takes a lead role in the pursuit of financial, human, community, and other resources to support the Department's long-term viability. Monitors and leverages appropriate contracts offered by local, state, and federal governments and other sources of potential revenue*.
   c. Develops proposals for grants and contracts, amendments, and annual updates in conjunction with the Chief Program Officer and/or Director of Contracts.
   d. Works in conjunction with Human Resources and Marketing to recruit staff.
   e. Directly supervises, ensures training of, supports, and evaluates department staff.
   f. Builds a strong, positive, constructive, competent team structure.
   a. Cultivates programs and services in strong compliance with legal, regulatory, contracting, and other mandates as applicable.

3. **Financial Management of Disability Services programs/services***:

   a. Prepares annual budget in collaboration with the Chief Program Officer, Director of Contracts, Chief Financial Officer, and Chief Administrative Officer.
   b. Manages program spending in accordance with budgets and contracts.
   c. Prepares monthly budget reconciliation and makes operational adjustments in accordance with financial performance.
   d. Strengthens financial health of the Division through new grants, contracts, and other revenues.

4. **Community Integration**
   a. Serves as the Disability Services representative to the community, including active participation and/or leadership on the Island Disability Coalition, as well as making public appearances and speaking engagements when necessary. *
   b. Develops and maintains contacts, collaboration, and coordination of services with other programs and agencies to support and improve the state and island wide network meeting the needs of persons with disabilities. Takes a lead role in all contract and grants relationships, supported by the Chief Program Officer and Director of Contracts.

Other Requirements

       Maintains knowledge in field. Participates in professional development activity to enhance sector-based knowledge.

       Prepares program reports as necessary.

       Fulfills other duties as requested by the CEO as part of the agency's core leadership and management team.

Qualifications:

       Minimum Baccalaureate-level degree in related field. Minimum

       of three years supervisory/management experience.

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

_____   _____
                Employee Signature   Date