

## **Executive Director**

**Walla Walla Valley Disability Network (WWVDN)**

**Location: Walla Walla, WA (serving Walla Walla and Columbia Counties)**

**Status: Part-time, with potential to grow to full-time**

**Salary: \$30–\$34 per hour, DOE**

**Application Review: Begins immediately; open until filled**

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### **About WWVDN**

**The Walla Walla Valley Disability Network (WWVDN) is a nonprofit organization dedicated to improving the quality of life for individuals with intellectual and developmental disabilities (I/DD) and their families through community inclusion, education, information, and support.**

**We work to increase awareness, strengthen access to services, and support caregivers and families throughout the lifespan. Our programs empower and assist individuals and families to navigate schools, healthcare, government systems and agencies, and community resources. WWVDN promotes and demonstrates inclusion throughout the Walla Walla Valley.**

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### **Position Overview**

**WWVDN is seeking an experienced and mission-driven Executive Director to lead the organization.**

**The Executive Director serves as the chief executive officer of WWVDN and reports directly to the Board of Directors. This role provides overall leadership, strategic direction, financial oversight, and operational management of the organization.**

**The Executive Director represents WWVDN in the community and works closely with state and local agencies, school districts, Walla Walla County, The Arc of Washington State, and other nonprofit organizations.**

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### **Key Responsibilities**

#### **Leadership & Governance**

- **Partner with the Board of Directors to guide strategic planning and long-term stability**
- **Implement Board policies and make recommendations regarding programs, staffing, and operations**

- *Serve as the primary liaison between staff and the Board*
- *Attend and contribute to all Board meetings*

#### ***Organizational Management***

- *Oversee daily operations and all program areas*
- *Supervise Program Directors and administrative staff*
- *Ensure compliance with state and federal regulations*
- *Maintain confidentiality and ethical standards*
- *Respond to grievances and crisis situations as needed*

#### ***Financial Oversight & Resource Development***

- *Develop and manage the organizational budget*
- *Provide financial reports and accountability to the Board*
- *Identify and pursue funding opportunities, including grants*
- *Build relationships with donors and funding partners*

#### ***Program Development & Quality***

- *Monitor program effectiveness and service delivery*
- *Assess community needs and recommend new or improved services*
- *Ensure quality assurance standards are met*

#### ***Community Engagement & Awareness***

- *Represent WWVDN in the community*
- *Build partnerships with local and state agencies*
- *Promote the mission through outreach, advocacy, and public awareness*
- *Oversee website and social media presence*

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#### ***Qualifications***

##### ***Minimum Qualifications***

- *Bachelor's degree (or equivalent experience leading an organization)*
- *Experience working with a Board of Directors or governing body*
- *Experience working with individuals with I/DD, families, or advocacy groups*

### ***Preferred Qualifications***

- ***Bachelor's degree in human services, management, or related field (or equivalent experience leading an organization)***
  - ***Personal experience as a parent, caregiver, or family member of someone with I/DD***
  - ***Bilingual***
  - ***3+ years of leadership or management experience***
  - ***Experience in nonprofit administration, financial management and budgeting***
  - ***Knowledge of nonprofit funding sources***
  - ***Experience with disability services***
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### ***Knowledge, Skills & Abilities***

- ***Strong leadership and organizational management skills***
- ***Experience with budgeting and financial oversight***
- ***Excellent written and verbal communication skills***
- ***Ability to build collaborative community relationships***
- ***Experience in personnel supervision and team development***
- ***Strong organization, problem-solving and decision-making skills***
- ***Commitment to ethical leadership and inclusion***

***Reliable transportation is required.***

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### ***Physical Requirements***

***The position requires extended periods of sitting, regular movement within agency facilities, and occasional lifting of up to 50 pounds. Reasonable accommodations will be provided as needed.***

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***WWVDN is an equal opportunity employer and strongly encourages applicants who are passionate about disability inclusion and community advocacy.***