

We're Hiring an Executive Director!!

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The Arc of Platte County, a local chapter of a national organization that advocates and supports individuals with intellectual and developmental disabilities and their families is hiring an Executive Director. This position is a part-time position.

Qualifications for the position are as follows:

High school diploma with experience working in an office setting; experience with office technology including MS office tools and posting to social media sites; experience working with individuals with intellectual or developmental disabilities; experience in grant writing, communication, fundraising, developing newsletters, outreach to the community for memberships, and other day-to-day responsibilities of managing a non-profit organization; budgeting and strategic planning experience; experience with planning meetings and leading committees and volunteers.

Specific responsibilities include:

Assure the organization has a long-range strategy to achieve its mission; provide leadership in developing programs and financial plans with the Board of Directors, and carry out plans and policies authorized by the Board; Promote active and broad participation by volunteers in all areas of the organization's work; maintain records and documents for the organization and ensure compliance with federal, state and local regulations; maintain a working knowledge of significant developments and trends in the field.

Please submit your resume and reference to The Arc of Platte County, 3020 18th Street #9, Columbus, NE 68601 or via email to programdirector@arcofplattecounty.com.