



## **Executive Director**

### **The Arc of Benton County**

Benton County, Oregon | Full-time, On-site

Salary: Up to \$110,000, negotiable, depending on experience, plus benefits

### **About The Arc of Benton County**

Founded in 1958, The Arc of Benton County is a nonprofit organization providing advocacy, services, and enrichment programs for people with intellectual and developmental disabilities. Learn more at [arcbenton.org](http://arcbenton.org).

## **Position Summary**

The Executive Director (ED) serves as the chief executive and administrative leader of The Arc of Benton County, with overall responsibility for organizational leadership, regulatory compliance, financial sustainability, staff supervision, and advancement of the organization's mission. The board is seeking a leader who is committed to growing the organization's capabilities and impact.

## **ODDS Qualifications (Required)**

As required by Oregon Administrative Rules, a newly named Executive Director must have at least two years of experience in intellectual or developmental disability services, including one year of supervision and also **one** of the following:

- A bachelor's degree in a related field (psychology, sociology, human services, education, or social work); **or**
- Four years of experience in developmental disabilities services in Oregon (in lieu of a degree); **or**
- Six years of experience in a related field (psychology, sociology, human services, education, or social work).

## **Key Responsibilities**

### **Organizational Leadership & Strategy**

- Partner with the Board of Directors to set and advance the organization's strategic direction
- Provide leadership that supports organizational stability, effectiveness, and long-term sustainability
- Communicate strategic priorities clearly to staff and stakeholders

### **Regulatory Compliance**

- Serve as the primary accountable executive for compliance with ODDS and other applicable federal, state, and local regulations
- Complete and maintain all required executive trainings and certifications
- Ensure organizational policies, procedures, and practices remain compliant and up to date

### **Financial Oversight**

- Provide executive oversight of organizational finances, budgets, and financial systems
- Work with finance staff, contractors, and the Board to ensure fiscal integrity and sustainability
- Support revenue-generating activities, including the Thrift Store and fundraising efforts

### **People & Operations**

- Lead, supervise, and support senior staff
- Foster a healthy, inclusive workplace culture
- Ensure effective systems for human resources, operations, and risk management

### **External Relations**

- Represent The Arc of Benton County to community partners, funders, and the public
- Strengthen relationships with donors, collaborators, advocacy partners, and other stakeholders
- Uphold The Arc's mission, values, and brand standards

### **Reporting Structure**

The Executive Director reports directly to the Board of Directors and has overall supervisory responsibility for staff.

### **Preferred Qualifications**

- Senior nonprofit leadership experience
- Demonstrated ability to lead organizations through change
- Strong financial literacy and comfort with budgets and financial oversight
- Experience working in or alongside I/DD services or related human services fields
- Commitment to equity, inclusion, and the mission of The Arc

**To Apply:** Please submit a resume and cover letter describing how you meet the requirements of this position by March 4, 2026 to [executivedirector@arcbenton.org](mailto:executivedirector@arcbenton.org).