

POSITION ANNOUNCEMENT EXECUTIVE DIRECTOR MERRICK, INC.

ORGANIZATIONAL OVERVIEW

Merrick, Inc., (Merrick) was founded in 1964 and provides life enrichment, meaningful work, and self-advocacy services to over 400 adults with intellectual or development disabilities. Employment takes place both onsite at Merrick and on location with business partners. Merrick is an innovative disability leader that employs nearly 200 employees and has an annual budget of \$16M. The major programs and services are:

- **Center-Based Work:** Merrick contracts with local businesses to provide individuals with light assembly and packaging work at its onsite production facility.
- **Employment:** Merrick collaborates with individuals in finding and maintaining meaningful work in the community either on a crew or as a direct hire.
- **Life Enrichment:** Merrick offers programming beyond developing job opportunities (education, socialization, recreation, community inclusion, etc.) throughout all stages of adulthood.
- **Positive Support and Individualized Home Support:** Merrick provides in-home and in-community services to individuals that help them with activities of daily living, assistance with community living, skill-building, and positive behavior support.
- **Self-Advocacy:** Merrick helps individuals who want to learn about their rights and responsibilities express themselves through public awareness, legislative efforts, voter rights, and public service. More than 100 clients participate in self-advocacy groups.
- **Transportation:** To address industry transportation challenges, in 2011, Merrick became involved a joint venture called Newtrax in order to provide safe, clean, dependable, and courteous transportation services.

For more information on Merrick's programs and services please visit www.merrickinc.org.

PRIMARY AREAS OF RESPONSIBILITY

Reporting to Merrick's Board of Trustees (BOT), the Executive Director (ED) is responsible for the overall strategic and operational plans of Merrick as well as the direction of Merrick's clients, staff, and programs. The ED supervises the Production Director, Development and Communications Director, Operations Director, Life Enrichment Services Program Director, Employment Services Program Director, Accounting Manager, and Human Resources Manager using a Leadership Team model. The primary responsibilities are:

- **Executive and Strategic Leadership:** Lead the development and implementation of short- and long-range strategic plans of Merrick; ensure adequate resources and tactics to achieve them; motivate and inspire others to support the mission, vision, and values of Merrick financially and behaviorally; serve as Merrick's primary contact and leader for Merrick-related enterprises, specifically Newtrax, Inc.
- **Financial Development and Management:** Prepare, implement, and oversee the annual budget; keep the BOT regularly informed of financial and operational issues.; seek and maintain relationships with institutional funders and individual donors; Act as Chief Executive Officer (CEO) of the charitable gambling division of Merrick; ensure long-term financial stability; oversee the development and management of budgetary and financial controls and procedures, including annual audits; manage federal, state & municipal contracts,

- **Operational Leadership:** Oversee the development, implementation, management, and promotion of a wide range of programs and services; maintain knowledge, developments, and compliance with county, state, and federal regulations; develop and monitor key organizational performance metrics; maintain a high quality of service delivery, including incremental and innovative improvements in quality.
- **Human Resources Planning and Management:** Hire, support, develop, and retain a qualified leadership team; ensure the smooth and efficient operation of the organization by selecting and developing effective people consistent with Merrick's values; foster a culture of cooperation and mutual respect, focusing on ethical integrity and outstanding performance.
- **Relationship Management and Communication:** Serve as the public face of Merrick; increase positive public awareness and support for the mission; advocate for public policy initiatives and changes as needed to benefit Merrick's clients; educate legislators, congressional representatives, civic leaders, and the community at large about the issues facing Merrick clients, aligning them as partners in the organization's mission.

DESIRED QUALIFICATIONS

Education & Experience

- Bachelor's degree in nonprofit management, human service, public administration, business administration, or a related field is required. Master's degree strongly preferred.
- Seven to ten years managerial or executive leadership experience, preferably with a focus on adults with disabilities, vulnerable adults, or social services.
- Experience providing services to people with intellectual or development disabilities, preferably within a day program.
- Experience with or knowledge of Medicaid, Country Social Services Act, VRS, and waiver-funded services.
- Proven administrative competence in areas such as financial management, budgeting, marketing, technology, planning, and goal setting.
- Demonstrated history of advocacy and support for Section 14(c) of the Fair Labor Standards Act as it relates to special wages and informed choice for workers with disabilities.
- Commitment to strengthening diversity, equity, and inclusion within the workplace.
- Ability to obtain Gambling Control Board certification to be CEO of Merrick's charitable gambling division.
- Successful track record of fundraising through a mix of philanthropic institutions, individual donors, grant writing, and government.
- Ability to quickly make meaningful connections with industry professionals across multiple disciplines and agencies.
- Skilled in successfully working and partnering with a volunteer Board of Trustees.
- Commitment and ability to be an engaging ambassador and advocate for Merrick with key community leaders, industry professionals, and policymakers.
- Proven competence in managing federal, state, or county contracts and partnerships.
- Client-focused mentality regarding Merrick's constituency.
- Excellent communication skills, particularly strong oral communication and presentation.

COMPENSATION

The salary range for this position is \$160K-\$190K and is commensurate with experience and qualifications. In addition, Merrick offers an attractive benefit package.

TO APPLY

Merrick is committed to social, racial, gender, and economic justice and strongly encourages women, veterans, persons with disabilities, and individuals who identify as BIPOC or LGBTQ to apply. The organization will begin reviewing applications February 1, 2025. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to brad@cincinnatus.com, or a hard copy to Employment, Cincinnatus, 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.