

Workshops, Inc, is seeking an Executive Director. Workshops provides job training and employment services for people who have severe disabilities. The agency has been in continuous operation for over fifty years and is proud that it is largely self supporting through its business services. United Way, the Alabama Department of Rehabilitation Services and donations also fund support staff and operational costs related to training.

The ideal leader will have strong knowledge and skills in the following areas:

1. Demonstrate compassion and respect for people with disabilities.
2. Consistently demonstrate leadership skills including the ability to communicate and work cooperatively with the Board of Directors, staff, people served, Alabama Dept. of Rehabilitation Services staff, United Way staff and the general public.
3. Engage in Strategic and Long Range Planning to develop and execute a plan for ongoing success of the organization.
4. Engage in Public Relations and Marketing activities utilizing the ability to develop positive relationships with significant others and the general public through personal interaction, public speaking, tours and writing skills as expressed in brochures, agency website and other publications.
5. Have knowledge of Operations Management including contracting for land, buildings, communications, insurance, furnishings, equipment, repairs and other supplies and services.
6. Have knowledge of Financial Management and Resource Development including ability to understand and generate financial reports, projections and budgets.
7. Must supervise the Sub-contract business including responsibility for effective and fair business practices, contract development and compliance, work costing and pricing, customer relations, quality and quantity of production activities, development of work methods, workplace design, effective manpower training and usage and other elements necessary for optimum performance.
8. Must understand Programs and services offered and remain skilled in the profession of Rehabilitation and Habilitation Services for people with disabilities or employ professional expertise.
9. Must be able to interpret and lead compliance with Accreditation Standards.
10. Must be able to lead staff, engage in all aspects of Human Resources, and lead compliance with all applicable state and federal employment laws.

The ideal candidate should have experience in executing the responsibilities above in a leadership capacity for a minimum of 5 years. Experience in vocational services, with a working knowledge of the State of Alabama Rehabilitation Services, is preferred.

A college degree is required. A Master's degree in Rehabilitation Facility Administration, Rehabilitation Counseling or Business Administration is preferred.

The candidate must provide the leadership, communication skills, technical expertise, and character necessary for the continued success of the organization.

Workshops, Inc has an attractive compensation and benefits package. Workshops is an equal opportunity employer. Appropriate background checks will be conducted.

If you are an interested and qualified candidate, please submit a cover letter and resume to:

Chair of Director Search Committee

c/o Workshops, Inc

4244 3<sup>rd</sup> Avenue South

Birmingham, AL 35222

Or, you may email your materials to [email@workshopsinc.com](mailto:email@workshopsinc.com).