

Magic City Enterprises

“Supporting individuals with disabilities to live successfully”

President/Chief Executive Officer

Job Summary

Magic City is a nonprofit organization that provides programs that are designed to help individuals with disabilities live successfully in the community by supporting and building on their skills. The President/CEO position requires a strong leader and manager who is willing and able to set a vision for the future of the organization and lead a strong team through the changes necessary for long-term success. This person must be a personable team builder with an attention to detail and the willingness to create networks that allow Magic City to thrive and grow.

Job Qualifications

- A. Master’s Degree with major course work in social work, psychology, rehabilitation, business administration or a related field.
- B. Minimum 5 years employment in administration directing professional, technical or supervisory personnel. Prefer a minimum of 2 years’ experience in the field of developmental disabilities.
- C. Experience in the administration of rehabilitation organizations, management of substantial budgets including state and federal grants, grant writing, formulation of policy, and preparation of program plans, procedure manuals and various federal and state reports as required by law.

Essential Job Duties

1. **Leads and Maintains Agency Operations:** Plans, organizes, directs, and coordinates department programs and program activities of Magic City Enterprises, Inc. This includes recruitment, selection, and training of an adequate staff; administration of public information programs to gain support for Magic City Enterprises; adherence to all board policies, state statutes, and federal laws including those regarding the rights and treatment of people with disabilities.
2. **Provides Financial Oversight:** Oversees and directs and participates in the preparation of the annual budget; explains and justifies budget requests to the Board of Directors and other approving agencies, administers the expenditure of approved budget funds, consistent with established policies, statutes, laws and other regulations. Responsible for assuring that all basic financial transactions for Magic City Enterprises are in accordance with general policy approved by the Board of Directors, including investments and loans.

3. **Builds and Maintains a Positive Agency Reputation, Image and Credibility:** Serves as the face for Magic City Enterprises in the community and to all stakeholder groups. Works closely with the foundation on fundraising and revenue development for the organization. Tells the Magic City story in the community to educate and develop support.
4. **Develops and Manages Program Policy and Procedure:** Develops, establishes and administers policies to assure effective and efficient implementation of programs meant to habilitate persons with developmental disabilities, by providing a qualified professional staff to furnish appropriate care, security, safety, education, and vocational and social opportunities.
5. **Maintains Accreditation:** Assures all policies and procedures are developed and adhered to in order to maintain accreditation. Manages and directs the accreditation process according to designated timeframes and regulations.
6. **Develops and Maintains Contracts and Agreements:** Manages and develops contracts and agreements with state, local and private organizations to provide habilitation and professional services for people with developmental disabilities.
7. **Provides Advocacy and Education:** Provides advocacy and education to the Wyoming State legislature regarding issues relevant to Magic City Enterprises and its clients. Promotes public interest and maintains effective relationships with the public, advocacy groups, and appropriate agencies and organizations.
8. **Manages and Participates in MCE and Associated Boards:** Contributes to the effectiveness of the Magic City Board of Directors. Serves as a non-voting member of all related corporation Boards of Directors and provides organizational support as appropriate and as approved by the Magic City Board of Directors. Boards are articulated in Appendix A.
9. **Maintains Professional and Technical Knowledge:** Seeks out opportunities to grow knowledge, skills and abilities in relevant areas. Assures that staff maintains credentials and participates in ongoing education and training.
10. Performs miscellaneous related duties as assigned by the Magic City Enterprises Board of Directors.

Salary

Hiring Salary Range: \$85,000 - \$105,000

Current Employees – Over 150 employees

Current Budget – Approximately \$5.5 million

Relationships

- Reports to:** Magic City Enterprises Board of Directors
- Supervises:** Exercises ultimate supervision over all employees of Magic City Enterprises. Directly supervises Administrative and Management staff.
- External Contacts:** State local and federal funding sources, private habilitation organizations and professional organizations for people with developmental disabilities. Maintains public relations with the community, financial institutions, funders, state legislators, and local corporations.

Environment

An open office environment with comfortable surroundings. This position spends time in meetings, program locations and community events.

Apply

Interested candidates should submit their resume to:

MCE@thealignteam.org