Center for Accessible Technology Seeks a New ED

*July, 2021*

# Who we are

The Center for Accessible Technology (CforAT) seeks a new Executive Director (ED) to lead a solvent, thriving non-profit organization at a pivot point in the organization’s history, and in its mission.

**Technology is playing an ever more crucial** **role** in a person’s ability to excel in school, succeed at work, and navigate everyday life – from calling to emailing, from shopping to wayfinding, from banking to health care. People with disabilities experience a complex array of barriers to getting online and using the everyday technology that most people take for granted.

**Our purpose** is to reduce or remove those barriers and support access to technology for children and adults with disabilities, so that essential opportunities to thrive and succeed are available to all of us. By working toward universal access, we contribute to the educational achievement, professional success, and everyday access to transportation, recreation, and daily convenience and comfort of thousands of human beings.

**The need for our services increases** as the role of technology in our lives grows. This is happening at a blistering pace. Our new ED will bear the responsibility of ensuring that our organization keeps up with this increase in both need and demand.

**CforAT is based at the Ed Roberts Campus in Berkeley, California**. The [Ed Roberts Campus](https://www.edrobertscampus.org/) (ERC) is both an architectural delight and a state of the art example of universal design. The Campus is a global center for people with disabilities, and home to innovative organizations that contribute to equality, civil rights, and a more civilized society for all people. CforAT is proud to have been the keystone partner in the founding, funding, and building of the ERC.

# We achieve our mission in three ways

## Direct Services

We provide workshops, training, support, and information on the selection, setup, and integration of technology for people with disabilities and others facing digital access barriers. We also provide Assistive Technology (AT) & Augmentative/Alternative Communication (AAC) consultation, direct services, and assessments for schools and social service organizations.

## Consulting

We provide general and technical consultation to organizations and corporations, to ensure that their digital services are accessible to all. In addition to possessing decades of experience and technical expertise, CforAT has built a highly sought after test bank of users with disabilities.

## Advocacy

We work with government agencies, private companies, and public organizations to help ensure that policies and practices are inclusive of and supportive for people with disabilities.

# POSITION DESCRIPTION

Reporting to the Board of Directors, the ED will have overall strategic and operational responsibility for CforAT’s staff, programs, and execution of its mission.

## Essential Responsibilities

### Mission

The ED will ensure that CforAT continues to meet the digital access needs of children and adults with disabilities and others who face digital access barriers.

### Organizational and Strategic Leadership

The ED will lead CforAT by example, modeling and mentoring civil, ethical, mission driven thought and action. The ED will ensure that CforAT’s organizational strategy is achieved and that the Board of Directors is aware of progress and setbacks.

### Organizational Management

The ED will manage staff toward happy, professional productivity. CforAT maintains a humane and equitable workplace that focuses on mission, individual goals, and wellbeing.

### Finances and Revenue

The ED will ensure the fiscal sustainability of the organization, with a diverse blend of earned revenue, grants revenue, and donor revenue.

### Board Development and Productivity

The ED will cultivate an engaged, active, supportive Board of Directors, and help to ensure that the Board has clear goals and the tools to achieve them.

### Brand Management

The ED will spearhead building CforAT’s presence across print, digital, online, and social media platforms.

### Field Building

The ED will not only provide leadership for our organization, but will also help to further CforAT’s presence in the field of universal access to technology. The ED will work to ensure that the importance of digital access for all is increasingly understood, so that government agencies, schools, and companies see and act on the fact that universal access is good - not just for people with disabilities, but for *all people*.

## Technical Responsibilities

### In leadership and management, the ED will

* Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
* Maintain a working knowledge of significant developments and trends in the field of AT.
* Represent the organization on the ERC Board and work to develop collaborative relationships with the ERC and partner agencies.

### In relations with staff, the ED will

* Be responsible for the recruitment, employment, and release of all employees, contractors, and volunteers.
* Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
* Promote professional development, and assist staff in relating their specialized work to the overarching mission of the organization.

### In budget and finance, the ED will

* Be responsible for developing and maintaining sound financial practices.
* Work with the staff, treasurer, and the Board in preparing a budget, and ensure that the organization operates within budget guidelines.
* Ensure that adequate funds are available to permit the organization to carry out its work.
* Conduct official organizational correspondence jointly with the president and secretary of the Board, and execute legal documents jointly with designated officers.
* Develop administrative processes and protocols that support the health, infrastructure, and growth of the organization.

## Compensation

* Salary: competitive
* Benefits: Individual medical insurance with Kaiser provided, 401k available
* Paid time off for personal time, holidays, sick leave, and vacation

## Applicant Requirements

### Domain Expertise

Candidates will possess basic knowledge of AT, digital access, and/or access policy. More importantly, candidates will have lived experience and/or deep knowledge of the issues around access that people with disabilities face, and the lives and experiences of people with disabilities in the contexts in which we serve.

### Leadership Experience

Candidates will have 5-10 years of senior leadership experience, at either the chief executive or VP level. We are agnostic as to the corporate structure of your previous organizations; we welcome both nonprofit and for profit leaders. However, working knowledge of non-profit ecosystems, finances, and boards is helpful.

### Management Experience

Candidates will have directly managed staffs of 5 or more people over 5 years, whether as a chief executive or program/project lead.

### Revenue Raising Experience

Candidates will have a demonstrated history of raising revenue through diverse means (programs, contracts, grants, and/or individual donations), and managing programs and/or organizations to fiscal sustainability. Knowledge of and/or experience with social entrepreneurship is helpful.

# To Apply

CforAT is committed to providing an equal employment culture that is free from discrimination and harassment based on disability, race, age, beliefs, national origin or ancestry, sexual orientation, gender identity or expression, veteran status, genetic information, or any other characteristic protected by state, federal, or local law.

We encourage candidates across these identities to apply, especially people who have lived or worked with the disability community.

Please respond with resume and cover letter to [edsearch@cforat.org](mailto:edsearch@cforat.org).

Applications will be reviewed upon receipt.