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**Full Position Description for Chief Executive Officer**

**Position Summary**

The Council of State Administrators of Vocational Rehabilitation (CSAVR) is seeking a visionary Chief Executive Officer (CEO) who will champion our mission to empower individuals with disabilities and enhance community integration through state-of-the-art vocational rehabilitation practices. As the public face and strategic leader of our organization, the CEO will drive transformative change by leveraging several years of demonstrated expertise in working with state and federal leaders, disability advocacy organizations, and rehabilitation experts. This leader will uphold our core person-centered philosophy while guiding us into a new era of impactful programming, policy advancement, and stakeholder partnership.

Reporting directly to the CSAVR Officers and Executive Committee, the CEO will be responsible for providing overall strategic direction and operational oversight with a keen focus on long-range planning, data-driven decision making, and sustainable fiscal management. This role demands an entrepreneurial spirit that can unlock new opportunities for the public vocational rehabilitation program and its impact on workforce development, while strengthening the collaborative network across public and private agencies, organizations and business.

**Background**

For more than five decades, CSAVR has been at the forefront of advocating for and advancing vocational rehabilitation services. Our efforts have consistently transformed state-level policies into on-the-ground programs that not only address employment challenges but also promote economic independence and quality of life for individuals with disabilities. Through trusted partnerships and innovative strategies, our members have supported thousands of individuals in successfully transitioning into meaningful work and community living. This legacy of service excellence is the foundation upon which our next CEO will build, driving forward a robust agenda that combines advocacy, program excellence, and cutting-edge public policy.

**Key Attributes**

* ***Innovative Visionary***: A transformative leader capable of articulating a forward-thinking vision that bridges policy, practice, and community impact.
* ***Inclusive Communicator*:** An engaging communicator who inspires confidence across diverse social, economic, and operational landscapes, from federal partners and state administrators to community stakeholders.
* ***Advocate for Empowerment***: A passionate champion for individuals with disabilities who understands the unique challenges and opportunities within vocational rehabilitation.
* ***Collaborative Partner***: A proven collaborator who forges effective partnerships with government agencies, private sector leaders, and community organizations to drive systemic change.
* ***Operational Strategist***: A decisive leader who seamlessly balances visionary strategy with hands-on management to optimize resources and achieve measurable outcomes.

**Core Competencies**

* ***Advocacy & Workforce Empowerment***: Deep commitment to advancing vocational rehabilitation, addressing employment barriers, and promoting access to career resources for people with disabilities.
* **Financial & Business Acumen:** Expertise in managing multi-million-dollar budgets, integrating financial oversight with innovative revenue growth and cost efficiency strategies.
* ***Strategic Execution***: A results-oriented approach with the discipline to develop and implement long-range goals and policies that align with dynamic federal and state priorities.
* ***Operational Excellence***: A strong track record of refining operational processes to ensure regulatory compliance, program quality, and responsive service delivery.
* ***Ethical Leadership***: Demonstrated integrity, mature confidence, and a transparent collaboration style that inspires trust across internal teams and external partners.

**Position Responsibilities**

**Leadership, Administration, and Management:**

Be the face of the CSAVR on a local, regional, and national platform; effectively represent the organization’s mission and educate the public about disability and vocational rehabilitation.

Serve as an advisor to the Rehabilitation Services Administration and other departments.

Direct the development and implementation of a comprehensive strategic plan that encompasses national policy initiatives, business development, and operational excellence.

Oversee the organizational structure—including finance, human resources, technology, marketing, and communications, etc.—to cultivate a high-performing, mission-driven team environment.

Ensure proper financial reporting and audits, including arranging for external audits and reconciliation.

Enforce financial responsibility by preparing, executing, and managing the annual budget.

Effectively communicate with the Officers and Executive Committee, ensuring timely delivery of critical information required for oversight and fiduciary responsibilities.

Support membership services by empowering members with opportunities for education through fostering communities of practice and open discussions of relevant topics to include information on national policy; organize and oversee the national conference to address key priorities, etc.

**Staff Supervision and Management:**

Ensure the effective leadership and oversight of all CSAVR staff, guaranteeing that deliverables meet the highest standards of quality and align with the needs of the membership.

Oversee day-to-day operations with a hands-on approach. Collaborate with team members to assess initiatives and provide feedback, ensuring continuous improvement and accountability.

Complete annual performance appraisals of CSAVR staff in a timely manner.

**Contract & Regulatory Compliance:**

Manage all contracts and memorandums of agreement/understanding, serving as sole signatory.

Establish and maintain comprehensive knowledge of contractual and regulatory requirements across state and federal systems.

Maintain all documentation that pertain to financial reporting, contracts, transactions, and memorandums of agreement/understanding.

Guide the organization in upholding standards, thus mitigating risk and maintaining the highest levels of program integrity.

**Public Policy & Advocacy:**

Leverage an in-depth understanding of vocational rehabilitation policies to inform strategic planning and advocacy initiatives.

Build lasting relationships with state and federal officials, disability organizations, advocacy groups, and community-based entities.

Spearhead policy reform efforts that translate strategic visions into tangible, on-the-ground improvements for individuals with disabilities, thereby reinforcing CSAVR’s role as a national leader in vocational rehabilitation.

***\*\*CSAVR provides comprehensive and competitive benefits including paid time off, health and dental insurance, life insurance, short-term and long-term disability insurance, and 401(k) retirement savings plan with an employer match. CSAVR is an Equal Opportunity Employer.***

**Interested candidates should email resumes, cover letter, and CSAVR vision statement to CSAVR-CEO@SCVRD.NET**