



Westaff has been retained by **Disability Rights Montana** to manage the search for its **Executive Director**. This full-time position is in DRM's **Helena, MT** office.

**Salary:** \$112,000 to \$133,000, commensurate with experience.

**Benefits Include:** 403(b) contribution, health, dental, vision care, life insurance, long-term care insurance and vacation/sick leave.

*To apply please email your cover letter and resume directly to [elena@westaffmt.com](mailto:elena@westaffmt.com). The position is opened until filled.*

#### **Position Overview:**

- The primary purpose of this position is to oversee the overall operation and strategic plan of Disability Rights Montana.
- The Executive Director is the management leader for Disability Rights Montana and reports to the governing Board of Directors.
- This position leads the organization in a manner that supports and guides the organization's mission.
- The Executive Director is the spokesperson for Disability Rights Montana and builds relationships with consumers, the public, media, government, DRM's national association, and other stakeholders.
- The Executive Director supports and manages staff whose experiences, cultures, and languages reflect the community DRM serves.

#### **Duties/Responsibilities:**

- Lead a dynamic group of professionals to accomplish critical mission of protecting the legal rights of people with disabilities.
- Serve as an effective leader in this civil rights movement with passion, vision, and action plans.
- Bring perspective and vision for the next chapter of Disability Rights MT and translate that vision into achievable steps to increase its visibility and impact.
- Utilize excellent presentation and networking skills to promote Disability Rights MT's mission and leverage opportunities for systemic change.

- Act as a recognized, respected advocate and spend a significant amount of time in the community with stakeholders.
- Apply working knowledge of applicable laws and legal processes.

### **Required Education and Experience:**

- Bachelor's degree in a relevant field of study.
- Juris Doctor from an accredited law school.
- Active license to practice law in Montana or obtain prior to end of probationary period.
- Minimum 3 years' experience in active law practice; 5 years preferred.
- Experience with personnel supervision, budget development, leadership, strategic planning, and decision-making.
- Fundraising experience, including grant writing and management, preferred.
- Experience working in a nonprofit organization and with Boards of Directors preferred.

### **Required Knowledge, Skills, and Abilities:**

- Legal Knowledge Regarding: Disability Rights, Medicaid, Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Discrimination
- Ability to develop vision, goals, and action plans for the future of Disability Rights MT
- Management / Administrative Experience.
- Excellent Communication and Interpersonal Skills.
- Proven Leadership, Negotiation, and Critical Thinking Skills
- Knowledge of Federal Funding Sources and Government Grants.
- Business Acumen.
- Familiarity with social media platforms.
- Familiarity with Microsoft Office.

[Click here for full job description.](#)

**Disability Rights Montana** is part of the federally mandated protection and advocacy (P&A) system established by Congress in 1975 after the discovery of widespread abuse of people with disabilities. It is a nonprofit organization whose mission is to protect and advocate the civil and human rights of Montanans with every type of disability.

Disability Rights MT is a legally based organization whose staff includes both attorneys and other advocacy professionals knowledgeable about the rights of people with disabilities. The organization employs a blend of investigatory action, individual representation, educational outreach, and systems advocacy so that children and adults with disabilities may have a full opportunity to live with dignity in the community of their choice, free from discrimination and abuse. Staff attorneys can and do take legal action to enforce the rights of Montanans with disabilities and to effect change impacting large populations.

*The Board of Directors takes seriously its responsibility to find the best ED and is focused on conducting a highly professional search process. The BOD encourages all candidates that meet the qualifications to contact Westaff. Individuals with disabilities and veterans are encouraged to apply and reasonable accommodations will be provided, as requested, throughout the interview process. Please direct all inquiries to Elena Bogumill at [elena@westaffmt.com](mailto:elena@westaffmt.com). To apply please email your cover letter and resume directly to [elena@westaffmt.com](mailto:elena@westaffmt.com). The position is open until filled.*

For more information on our organization: [www.disabilityrightsmt.org](http://www.disabilityrightsmt.org)

