



**Chief Program Officer**  
**Center for Developmentally Disabled**  
*Kansas City, Missouri*

**Center for Developmentally Disabled** (CDD) was founded in 1972 with the mission to support persons with disabilities in achieving their fullest potential and is now a premier provider of services in Missouri. All services and activities of CDD grow from the belief that lives are enriched through social relationships, active community involvement and access to comfortable and safe residential opportunities. Everyone has the ability to learn, grow, maintain skills and make lifestyle choices with encouragement and assistance.

CDD serves individuals in the greater Kansas City, MO area who have developmental and intellectual disabilities. Services are supported by a current revenue budget in excess of \$18 million and 250 employees. People are supported through four program areas:

- Supported Living - Independent Supported Living (ISL's) services support individuals, who may choose to live independently in homes and neighborhoods of their choice with persons of their choosing. Individuals using ISL services will have paid supports based on their needs to actively participate in their communities. Currently CDD serves 51 people in ISL's.
- Community Integration – This service provides the opportunity to participate within the community, and for each person to be valued for their unique skills and abilities. CDD's community integration clients determine their definition of a meaningful day, centering their community activities and outings around the things that they enjoy. Currently 20 people benefit from CDD's Community Integration Services.
- PALS University / Day Habilitation Program - Day Habilitation provides individualized day activities that support the participant's definition of a meaningful day. Participants are given the opportunity to be involved in community living skills such as shopping, recreation and socialization skills. Daytime activities are also provided to participants.
- Group Living - Group living services are provided in residential homes and apartments in the community that are designed for 24-hour, supervised care, training and support for individuals with developmental disabilities. Services support development of self-help skills, help people gain work experience, and provide opportunities to participate in community activities. CDD offers this service at 11 locations to 96 men and women.

CDD as an organization is thriving and growing just like the people served. A review of the company's 50 year timeline reveals regular expansions and upgrades to services. Of

particular note in recent years:

- 2016 - Merger with Special Neighbors, Inc.
- 2017 - Purchase of the current administration building
- 2018 - Completion of a \$1 million capital campaign
- 2022 - Opening of PALS University
- 2022 - Launch of a \$6 million campaign to build 7 new accessible homes

CDD has been accredited through CARF for over 30 years and led by Sarah Mudd since 2014. The advertised position presents an opportunity to help lead the largest provider of services in Jackson County in a time of continued growth.

## **Position Summary**

The Chief Program Officer of CDD provides strong leadership by executing the mission and administering all program services. The CPO is critical for developing high-performing program teams and a strong, positive culture for staff. The CPO will articulate and implement the strategic vision, while overseeing a significant portfolio of programs and related services. In addition, the CPO evaluates the effectiveness of the programs, provides feedback, mentoring, guidance, supervision and professional development to leadership staff. CDD needs an individual with outstanding management and leadership experience and capabilities.

### **The ideal candidate for this position possesses:**

- Knowledge of the principles and requirements of human services gained through professional experience including at least 5 years in a leadership role.
- Superior abilities in supervision of staff including skills in mentoring, delegating, and training so that all direct reports to the CPO provide effective leadership to direct support staff.
- The ability to remain organized in the details while focused on priorities of the horizon above the day-to-day challenges.
- Excellent communication skills including speaking, listening and writing, and the capacity to assume media relations duties.

## **Primary Responsibilities & Competencies**

### **Essential Functions**

- In coordination with the President/Chief Executive Officer and the management team, plays a key role in the overall development, strategic planning, service delivery, fiscal responsibility, and management of the organization across multiple sites.
- Directly supervise Director of Quality Assurance, Director of Community Living, Director of Community Engagement, and Benefits/Intake Coordinator. Works closely with those staff to build their skills and confidence so that they can mentor, encourage and motivate their staff.
- Provides assistance and guidance on how to troubleshoot policy and procedure challenges and make policy adjustments.
- Develops a team-based environment to motivate and inspire staff to work collaboratively toward providing excellent client services.

- Provides strategic direction and execution of the Strategic Plan by developing goals and objectives, defining performance metrics, conducting evaluative tracking, monitoring progress and reporting results.
- Serves as member of senior executive team contributing to high level decision making, assists with implementation and organization-wide strategic planning and team activities.
- Creates and supports a high performing culture in the program department aligned with the organization's mission and core values.
- Ensures oversight of intake of individuals seeking services.
- Participates in the budget development process to ensure that program related information is received and accurate; maintains a high level of fiscal responsibility by monitoring the budget monthly.
- Develops and maintains strong relationships with oversight agencies; collaborates with stakeholders to engage in service improvement and expansion.
- Participates in state and local meetings to learn best practices in the field of developmental disabilities.

### **Competencies**

- Professionalism and ethics
- Knowledge of program and services for people with disabilities
- Stakeholder relationship management
- Strategy and innovation
- Leadership and management
- Corporate reporting
- Financial responsibility
- Communication Proficiency
- Thoroughness
- Time management
- Problem solving
- Interpersonal skills
- Planning/Organizing
- Ethical Conduct
- Exemplify the desired culture and philosophies of the organization
- Customer/Client focused

### **Other Duties**

The CPO supervises 24-hour/365-day services and response to after-hours circumstances is required. Occasional travel may be required within and outside the metropolitan area as needed.

### **Required and Preferred Qualifications**

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

- Bachelor's degree in human service relevant field.
- Five years supervisory experience minimum in a human service-related field.
- Demonstratable understanding of, and ability to relate and work with the needs of adults with developmental disabilities.

- Willingness to work closely within agency administration; demonstrates proficiency in personnel management; and, has word-processing and data-processing competencies.

### **Preferred Education and Experience**

- Master's degree in Education, Social Work, Psychology, Rehabilitation, Human Development or related field.
- Two or more years direct service experience; five or more years in a middle or upper-management professional capacity.
- Familiarity with principles of community-based services for persons with developmental disabilities.
- Career interest in human services; familiarity with federally funded services.
- High level of understanding in the Missouri Department of Mental Health and Targeted Case Management milieu.

### **Compensation**

The projected compensation range for this position will be \$95,000-\$110,000 annually, in accordance with the background and experience of the selected candidate. CDD currently provides a broad package of benefits including health, dental, vision and a 401-K (description available upon request.)

### **Statement of Non-Discrimination**

CDD is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristics protected by law.

### **Application Process**

To apply for this position, submit resume and cover letter to Bruce Scott, The Moran Company, through the link below. Within your cover letter or resume, please be sure to provide a description of your qualifications related to the “ideal candidate” traits.

**[APPLY NOW](#)**