



## Executive Director Search Profile

### Introduction

The Commission on Rehabilitation Counselor Certification (CRCC) welcomes applications for the Executive Director position. The Commission on Rehabilitation Counselor Certification (CRCC) is the world's largest rehabilitation counseling organization dedicated to improving the lives of individuals with disabilities. CRCC sets the standard for competent delivery of quality rehabilitation counseling services through its nationally accredited and internationally recognized Certified Rehabilitation Counselor (CRC) certification program.

- Incorporated in 1974, CRCC is the world's largest rehabilitation counseling organization with nearly 16,000 current CRCs.
- The CRC certification program is accredited by the National Commission for Certifying Agencies (NCCA).
- CRCC was created by the American Rehabilitation Counseling Association (ARCA) and the National Rehabilitation Counseling Association (NRCA) to enhance the quality of services for people with disabilities by establishing standards for the rehabilitation counseling profession.
- ARCA and NRCA created the Joint Committee on Rehabilitation Counselor Certification, chartered as a nonprofit organization in 1973, which was renamed the Commission on Rehabilitation Counselor Certification (CRCC) in 1974.
- CRCC is a 501(c) (6) organization with a current budget of approximately \$2M. There are 11 employees on CRCC's team.

### CRCC Strategic Vision

To achieve growth and expansion by the year 2019 where CRCC is viewed as a vital, vibrant, and influential organization whose main focus continues to support a viable and relevant CRC certification while also advancing, supporting, and welcoming the rehabilitation counseling community through a more dedicated and prominent focus on education offerings and on advocacy, at all levels. These efforts are supported by using the latest technology, advancing and promoting research, and developing alliances to support the organization and the profession.

### CRC Certification

The designation of Certified Rehabilitation Counselor (CRC) is an indication of an advanced level of specialized education and training, an adherence to rigid standards of ethical practice, and an ongoing commitment to lifelong learning. Rehabilitation counselors who have earned the CRC designation possess a marketable and valued credential that distinguishes them from other counseling professionals. CRC certification also establishes a recognizable point of differentiation with employers and clients that promotes consumer confidence and protection in the workplace.

## CRCC COMMUNITY OF SERVICES

In addition to CRC certification, CRCC provides an online professional community built exclusively to serve all rehabilitation counseling professionals including the CRCC PROFESSIONAL NETWORK, providing professional networking and enhanced career management opportunities, and CRCC e-UNIVERSITY, CRCC's own brand of quality and engaging continuing education.

### Other Designations

In addition, CRCC maintains the following designations:

- CCRC: Canadian Certified Rehabilitation Counselor
- CVE: Certified Vocational Evaluation Specialist
- CWA: Certified Work Adjustment Specialist
- CCAA: Certified Career Assessment Associate

CRCC's chief staff officer resigned from her position following 13 years of service as Executive Director and a total of 25 years of service to the organization in order to devote more time to her family. Due to this resignation, CRCC has the opportunity to hire a leader who can build on its legacy of service and commitment to the rehabilitation counseling community. The new Executive Director will have the mandate to move forward the strategic vision articulated by the board; guide the organization through this change process; and set a direction for the next phase of CRCC's history.

## **Candidate Profile**

Reporting to and collaborating with the Board of Directors, the Executive Director executes the strategic vision and mission and provides primary leadership for the organization. The Executive Director is responsible for the overall management of the organization with a focus on diversified revenue generation; relationship-building with both internal and external constituencies; and advocacy for CRCC, its mission, and its certificants.

The Executive Director will be a proven leader who has worked through a significant organization-wide strategic planning and visioning process and has identified and executed both short and long-term objectives. This individual will bring leadership characterized by an ability to identify viable growth opportunities; increase visibility of the organization; and execute major new projects and services.

The Executive Director must be able to communicate the organization's mission with enthusiasm. The ability to relate to a wide variety of stakeholders including certificants; rehabilitation, certification, and business partners; governmental agencies; legislative bodies; and business and civic groups is essential.

Given the climate of significant change and growth in the field, this leader must have demonstrated ability to build and grow an organization – diversifying revenue streams; considering innovative business models; and making critical and timely financial decisions while assessing risk and reward.

The Executive Director will work collaboratively with the board, staff, and other stakeholders to develop a strategy that positions CRCC as a leader in rehabilitation counseling, allowing the

organization to take advantage of opportunities while recognizing the challenges and threats it – and the community – faces. As further growth is planned and executed, the Executive Director must guide the organization and ensure that standards are upheld.

The ideal candidate will demonstrate overall business acumen, including sound financial judgment; demonstrated skills in operations, business management, financial planning, and budgeting; and the ability to build systems and infrastructure to support a growing organization.

### Experience and Education

- Record of strategic, entrepreneurial, and visionary leadership applicable to certification, rehabilitation counseling, and CRCC's mission
- Proven ability to hire, coach, and lead employees as an effective team of closely coordinated, professional, and self-accountable staff members
- Past success working with a Board of Directors and the ability to attract, recruit, and cultivate new as well as existing board members
- Proven ability to work collaboratively with volunteer leaders, related professional organizations, and stakeholder groups
- Experience developing and/or operationalizing strategies that have taken an organization to the next stage of growth
- Strategic orientation to non-profit business development and board governance
- Stature, presence, and experience to provide leadership in support of CRCC's volunteers as well as day-to-day leadership for the staff
- Proven ability to manage multiple complex projects/priorities within demanding timetables; resiliency in adapting to and championing change in strategic and programmatic direction
- Demonstrated skills in business management with a minimum of 8-10 years of increasingly complex experience
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
- Strong financial management skills, including financial planning, budgeting, financial performance analysis, investment and cash flow management
- A bachelor's degree in a relevant field is required and a master's is preferred

### Demonstrated Competencies and Behaviors

#### **Leadership**

- Visionary leader who demonstrates confidence and compassion; comfort with ambiguity and change
- Executive presence and style reflects strong collaborative and relationship nurturing skills
- Sensitive and insightful servant leader with experience in managing organizational change
- Creative thinker who embraces new and innovative ways of approaching planning, challenges, and opportunities; willing to challenge the status quo; adaptable and flexible in thinking and execution
- Commitment to and demonstration of continuous learning

### **Business Acumen**

- Skilled business and operational leader who understands both the financial and operational aspects of managing an organization
- Change leader who demonstrates experience making strategic and data-based decisions
- Excellence in organizational management with a particular emphasis on fiscal responsibility

### **Relationship Builder**

- Ability to motivate and inspire a team in service of the mission
- Proven ability to work closely with a Board of Directors and recruit, maintain, and engage a strong, balanced board
- Understanding of key relationships that will benefit and support CRCC
- Ability to define the “win-win” in a partnership, relationship, or alliance

### **Communicator**

- Persuasive, skilled communicator who feels comfortable in front of diverse national, regional, and local audiences
- Adept at handling difficult conversations in an honest and respectful manner
- Sensitivity to different messaging for different audiences
- Ability to synthesize large amounts of information into simple, powerful, and clear messaging

## **Application Process**

The CRCC Board of Directors has appointed a Transition Committee to oversee the search and hiring process. The Transition Committee is working closely with a consultant and has developed a detailed search process.

Interested candidates may apply for the position by submitting a current resume and letter of intent to [crcc.executivesearch@gmail.com](mailto:crcc.executivesearch@gmail.com) no later than the end of the day on June 18, 2018.

The privacy of applicants will be respected and preserved until the last phase of the hiring process. References will be checked during finalist interviews, with candidate knowledge. Competitive salary and benefits package will be provided.

CRCC is an Equal Opportunity Employer. All applications will receive consideration for employment without regard to any class protected by applicable law.