



The Able Trust (TAT): is a nonprofit, endowment foundation and public charity. We are dedicated to providing Floridians with disabilities opportunities for successful employment. The Able Trust supports numerous workforce development projects and career preparation programs for youth and adults with a broad range of abilities. Established in 1990 by the Florida Legislature, TAT has supported programs in every county of Florida putting thousands of people with disabilities to work. We are the community foundation for the disabled community. We support Florida's business, government, and community organizations in our shared commitment of disability workforce inclusion.

Job Title: Director of Initiatives

Job Summary:

This position reports to the Vice President of External Engagement and is responsible for the successful execution of initiatives outlined in the organization's strategic plan which include The Able Network, Able Think Tank and Summit. All three initiatives support employers and organizations that assist with employment of persons with disability. The Able Network is a collection of disability service provider partners supporting the employment of Floridians with disabilities and businesses committed to inclusive hiring. The Able Think Tank is a stakeholder group developing ideas and policy proposals to positively affect the employment of persons with disability. The summit is a conference bringing together all stakeholders for learning, collaborating and networking. The Director of Initiatives will be responsible for the recruitment and ongoing stewardship of those organizations and businesses in the Able Network, supporting and executing logistics related to in-person and virtual events, and engaging and communicating with relevant audiences. This position requires the ability to work collaboratively across a team to advance the programs and missions of The Able Trust and throughout the state. These activities would include but are not limited to the following.

Essential Duties and Responsibilities

1. Engage and develop relationships with disability service providers throughout Florida.
2. Identify and execute a variety of vibrant programming offerings for The Able Network.
3. Comfortable with communicating and engaging a variety of stakeholders.
4. Maintains a positive communication channel with disability service providers, employers, partners and fellow staff that builds relationships and furthers the goals of The Able Trust.
5. Assists other team members or Foundation departments as needed and other duties as assigned.

Education and Experience:

- Minimum Bachelor's Degree and four years of relevant experience.
- Experience with event planning and logistics. Both in-person and virtual.
- Exhibits high degree of integrity, attention to detail and good interpersonal skills.
- Ability to establish and maintain effective working relationships with a diverse group of internal and external constituents.
- Ability to manage multiple tasks, prioritize workload and to develop solutions to problems with limited supervision.
- Proficiency with Microsoft Office, virtual meeting technologies such as Zoom and Teams.
- Experience with supporting a membership-based organization is preferred, though not required.

- Ability to travel within Florida.
- Strong writing skills.
- Ability to work in standard office environment and carry out standard office tasks such as printing, copying, mailing, etc.

Schedule and Compensation:

- The Able Trust is a flexible work environment. However, in-office work and in-person meetings will be required at times. Located in Tallahassee preferred.
- This is a full-time position with a 37.5-hour work week; 8:30am-5:00pm.
- This position requires up to 25% in travel.
- Salary range for this position is \$80,000-\$90,000
- Benefits include medical, dental, 401(k) upon completion of 60-day probationary period.

The Able Trust is an equal opportunity employer. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. All employment decisions are made on the basis of individual skills, regardless of such factors as race, color, religion, national origin, sex, age, marital status, sexual orientation, disability or other protected status. The Able Trust will make reasonable accommodations, consistent with applicable laws, to the known disabilities of a qualified applicant or employee who is able to perform the essential functions of the position.

To apply, please send a cover letter and resume to jesse@AbleTrust.org with the subject line of "Director of Initiatives". Persons with disabilities are encouraged to apply.