



Jackson County Development Center, Inc. is currently accepting qualified applicants for the position of Executive Director.

Jackson County Development, Inc. or JCDC, is a not-for-profit organization serving individuals with disabilities with a mission of "Providing quality life support and employment opportunities for people with disabilities" since 1978. Located in Millwood, WV, and servicing five counties in west central West Virginia. JCDC is seeking well-qualified applicants with at least five-years' experience working with individuals with disabilities. Applicants need to have demonstrated work experience in the following areas:

- Administration
- Developmental Programs
- Financial Oversight
- Grant writing
- Supervision of Personnel
- Leadership
- Community Outreach

In addition to the above, applicants must have a minimum of a Bachelor's Degree, strong written and oral speaking skills, hands on experience in budget management, excellent computer skills, including but not limited to drug and alcohol screening, valid driver's license, successful completion of a background check. This position requires attendance to Board of Directors Meeting as well as Committee Meetings that occur after normal business hours

JCDC is an at-will, EEOC/AA employer. Resumes can be submitted to:

JCDC – Governance Committee

270 Jack Burlingame Dr.

Millwood, WV 25262-8576