

# Center for Independent Living in the Washington, DC Area Seeks Executive Director

The ENDependence Center of Northern Virginia (ECNV) is seeking an experienced, mission- and results-driven, proactive individual to serve as Executive Director. ECNV is the Center for Independent Living serving Arlington, Fairfax and Loudoun Counties and the Cities of Alexandria, Fairfax and Falls Church in Northern Virginia. The candidate must be able to provide leadership on service provision, education on issues of concern to people with disabilities, and meet corporate financial goals. A commitment to consumer-directed services and understanding of Independent Living philosophy is required. Salary appropriate to ECNV's location near the nation's capital, size and services.

## Position

- The Executive Director (ED) reports to the Board of Directors; is responsible for a \$1.4M budget; oversees a staff of 15; and is focused on building support for community-based initiatives that enhance the lives of individuals with disabilities.

## Responsibilities

- Serves as the Chief Executive Officer and Chief Operating Officer of the Center and manages a team of staff members, including the staff of Loudoun ENDependence (LEND), our satellite center in Loudoun County, Virginia.
- Approves and otherwise monitors all financial and accounting activities, including the completion of an annual audit. Presents and distributes accurate and timely financial reports to the Board of Directors. In cooperation with the Board Treasurer and appropriate staff, prepares an annual budget that will guide the sustainable growth of the organization.
- Leads the Center in the creation of new programs and activities by conducting mandated resource development activities consistent with the Rehabilitation Act of 1973, as amended, and Office of Management and Budget Circular A-122.
- Proven track record in fundraising.
- Develops, maintains, and supports a strong Board of Directors, serving as an ex-officio member of each committee.
- Energizes and engages the Board of Directors, staff, community organizations, and partnering agencies to empower individuals with disabilities in the Center's service area.
- Develops and implements a management by objectives strategy, including comprehensive grant and funding revenue stream and strategic plans.
- Develops working relationships with all the municipalities and relevant state and local agencies that are served in the Center's catchment area.
- Develops and refines all aspects of communications—from an interactive, informative web site to an external relations strategy with the goal of creating a stronger brand.
- Uses external presence and relationships to garner new opportunities.

## **Qualifications**

- Bachelor's degree or equivalent experience.
- 5 to 10 years experience in financial and personnel management of non-profit organizations.
- Genuine and demonstrated excitement and passion for Independent Living philosophy.
- Strong interpersonal skills including diplomacy, persuasion, public speaking, consensus building, and decision-making.
- Proven written and verbal communication skills.
- Proven track record in grant writing and soliciting foundation support.
- Creative thinker.
- Proven skills in advocacy on disability issues.
- Demonstrated experience managing and complying with federal grant requirements. Eligible to sign applications for federal grants.

## **Applications & Closing date**

- Candidates should submit a cover letter and resume, with salary requirement, to [EDsearch@ecnv.org](mailto:EDsearch@ecnv.org). Qualified candidates with disabilities are strongly encouraged to apply.
- Applications must be received by 3pm EST, Monday, June 3, 2013