

## **Executive Director, ENDependence Center of Northern Virginia, Arlington, VA**

The ENDependence Center of Northern Virginia (ECNV) in Arlington, Virginia, is seeking an experienced, mission-driven, and proactive individual to serve as its Executive Director (ED). ECVN is a center for independent living (CIL) located in the Washington, DC metro area. A commitment to consumer-directed services and an understanding of the independent living philosophy is required. The candidate must be able to provide leadership on consumer service programs, disability advocacy, and corporate and philanthropic financial goals.

### **General Responsibilities**

The ED is responsible for ensuring that ECVN's mission, program goals, and financial objectives are in compliance with the U. S. Administration on Community Living (ACL), Virginia Department for Aging and Rehabilitative Services, and other entities that provide funding to ECVN.

Through leadership, management, and vision, the ED will oversee the ongoing success and progress of ECVN, by building support for community-based initiatives that enhance the lives of individuals with disabilities.

The ED is expected to communicate effectively on behalf of ECVN in order to advance the rights of Northern Virginia's diverse disability community. In doing so, the ED will support the mission of ECVN by advocating for greater pathways for independent living for people with disabilities, seniors, and veterans in our communities while promoting the protections against discrimination for all people guaranteed by the Civil Rights Act of 1964.

The ED reports to the Board of Directors (BOD) and implements the policies and procedures of ECVN as approved by the BOD.

The ED leads a management staff team with an overall budget of \$1.3 million to serve ECVN's consumers.

### Major Functions Include:

- Providing vision and leadership by supervising the strategic planning for the future and maintaining responsibility for the overall success of ECVN and its continued impact.
- Managing the long-term and daily financial health of ECVN.
- Creating a productive work environment by investing in the success of staff through leadership, cultivating a climate of inclusiveness, and supporting professional development.
- Communicating effectively on behalf of ECVN by supporting its mission in order to advance the rights and independence of people with disabilities, seniors, and veterans.

### Key Responsibilities

- Serve as the chief executive officer and chief operating officer of ECVN and manages a team of staff members, including the staff of our satellite center in Loudoun County.
- Ensure staff development by facilitating a strong team-oriented and collaborative ethical approach with transparency throughout all aspects of operations, including organizational growth and development in terms of staff resources and funding.
- Invest in the success of all staff through leading by example, cultivating a climate of inclusiveness at all levels, and supporting continuous personal development.
- Approve and otherwise monitor all financial and accounting activities, including the completion of an annual audit.
- Present and distribute accurate and timely financial reports to the BOD. In cooperation with the BOD's Treasurer and appropriate staff, prepare an annual budget that will guide the sustainable growth of ECVN.
- Lead ECVN in the creation of new programs and activities by conducting mandated resource development activities consistent with the Rehabilitation Act of 1973, as amended, and the U. S. Office of Management and Budget Circular A-122.
- Help develop, maintain, and support a strong BOD, serving as an ex-officio member of each committee.

- Energize and engage the BOD, staff, community organizations, and partnering agencies to empower individuals with disabilities in ECVN's service area.
- Create new funding sources and expand existing funding streams to financially sustain new and ongoing programs.
- Invest in staff resource development, and grow financial reserves.
- Develop and implement a comprehensive grant and funding strategy, including a three-year strategic plan.
- Develop working relationships with all the counties and relevant agencies that also serve ECVN's service area, including corporate and philanthropic organizations.
- Develop and refine all aspects of communications—from interactive, informative website and social media platforms to external relations, with the goal of creating a stronger brand.
- Direct outreach to continuously grow stronger relationships with members of the Northern Virginia community with a reliable and strong fundraising program.

### Qualifications

- Knowledge of and commitment to the independent living philosophy and movement
- Proven skills in advancing advocacy for people with disabilities.
- Focus on maintaining high ethical standards by leading with integrity and transparency in conducting the business of ECVN
- Bachelor's degree or equivalent experience
- Five or more years of experience in management of a non-profit or equivalent organization
- Strong interpersonal skills including public speaking, consensus building, and decision-making
- Preferred three years of fiscal management
- Demonstrated written and verbal communication skills
- Demonstrated track record in fundraising, including grant writing and foundation solicitation
- Familiarity with federal reporting

- Be an agent of positive, transformational change
- Ability to lead, providing stability to staff and stakeholders throughout transition periods and fostering team cohesion among staff and board members

### Supplemental Information

Qualified candidates with disabilities are strongly encouraged to apply.

### How to apply for this position

Please provide a resume, 3 professional references, your LinkedIn profile (if available), salary requirements, employee benefits interests, and a cover letter, including responses to the following:

- Please describe your knowledge and philosophy of independent living.
- Please describe your experience in program administration.
- Please describe how as Executive Director you would individually, and through leading staff, continue to improve services to people with disabilities in ECVN's service area.

Send submission or any questions regarding this announcement to:  
[EDsearch@ecnv.org](mailto:EDsearch@ecnv.org)

Only email submissions with attached electronic documents will be accepted.

This position announcement will remain open until August 31, 2020