

EXECUTIVE DIRECTOR
INDEPENDENCE NOW, INC.

The Board of Directors of Independence Now, Inc. (IN) is seeking an Executive Director. IN is a community-based, private non-profit organization in the Maryland suburbs of Washington, DC. It is designated by the Rehabilitation Services Administration of the U.S. Department of Education as a Center for Independent Living. There are currently 17 employees (f/t & p/t) on the IN staff.

Established in 1994, the Center actively advocates for inclusion in the community for persons with all disabilities and of all ages. IN primarily serves a two-county area (Montgomery and Prince George's, Maryland) and two projects are statewide.

POSITION SUMMARY:

The Executive Director is responsible for the overall management of the agency and supervision of all organization staff. The responsibilities encompass fiscal and personnel management, funding, governmental and community relations.

QUALIFICATIONS:

****Required Qualifications:***

- Masters degree in administration, business, disability studies, social work, counseling or a related field. (Note: A combination of Bachelors degree and experience may be considered in lieu of a Masters degree.)
- Minimum of five years experience in a management position of a non-profit organization that includes the following:
 - Fund accounting, budgeting and resource allocation
 - Personnel management
 - Management Information Systems and/or general computer literacy
 - Program Evaluation and data management skills
 - Community based programming
 - Planning, organizational structures and setting priorities
- Experience with grant writing and grant management
- Effective written and oral communication skills; comfortable in making presentations to both small and large groups
- Knowledge of, and commitment to the Independent Living Philosophy
- Ability and willingness to travel
- Ability to relate to diverse groups

Preferred Qualifications:

- It is desirable that the Executive Director be a person with a significant disability.
- Previous management experience in an Independent Living Center

RESPONSIBILITIES:

- **Board Support** – Supports operations and administration of the Board by advising and informing the Board members, interfacing between the Board and staff, and implementing the strategic goals and objectives of the organization.
- **Program and Service Delivery** – Oversees the design, quality, marketing and delivery of programs, products and services.
- **Financial, Tax, Risk, and Facilities Management** – Recommends and prepares yearly budget for Board approval and manages the organization's resources within those budget guidelines according to current laws and regulations. Prepares and negotiates contracts with all funding sources as well as required reports for funding sources.
- **Human Resources** – Effectively manages the human resources of the organization according to approved personnel policies and procedures that conform to current laws and regulations.
- **Community and Public Relations** – Assures that the organization's mission, programs, and services are consistently presented in a strong, positive image to the community and relevant stakeholders.
- **Advocacy** – Directs systems advocacy efforts that promote the independent living philosophy.
- **Fundraising** – Oversees fund-raising planning and implementation, including resource identification, funding sources, strategies and proposals.
- **Supervision** – Provides guidance and supervision to all staff and volunteers.

SALARY: \$75,000 to \$80,000 plus benefits (including medical) and a 403B plan.

TO APPLY: Send resume and references by e-mail to searchapp@innow.org

Deadline for applications is August 6, 2010.

*Persons with disabilities, women and minorities are encouraged to apply.
Reasonable accommodations will be made for applicants with disabilities when
requested.*