



**Executive Director**  
**Job Description**  
[www.ilonow.org](http://www.ilonow.org)

**Essential Duties and Responsibilities:** The primary job duties of the Executive Director are to provide strategic leadership, oversee operations and finances, supervise employees and program development, leverage external capabilities and create partnership, and manage public relations and marketing. The Executive Director provides strong leadership for the organization, maintains open and clear communication channels with the board and staff members, accesses new sources of fundraising for our mission, successfully manages day-to-day operations, and develops new ideas to forward ILO's mission.

**Terminology:**

- Self-Advocates- the adults with disabilities, who, as part of ILO, are looking to build a community of support to allow independent living
- Participant – Self-advocate who is living independently (or otherwise participating)
- ILO Family - Family of self-advocate
- Community Builder- staff who works directly with participants to create community within the participant group and in the wider community

**Provide strategic leadership**

- Develop connections with thought leaders in the developmental disabilities field
- Seek input from participants and ILO families for program development and evaluation
- Conduct strategic planning sessions
- Support committees working on projects

**Oversee operations and finances**

- Develop budget
- Oversee bookkeeping
- Reporting for grants and contracts
- Develop and execute fundraising plans
- Ensure policies and procedures are followed
- Develop board agendas
- Participate in board meetings
- General administrative duties – phone, internet, lease, insurance, etc.

**Supervise employees and program development**

- Recruit and hire staff: community builder, project manager, support staff, etc.
- Supervise direct reports
- Support program development, enhancement, and evaluation
- Conduct staff meetings
- Schedule training for staff
- Ensure safety and satisfaction for participants



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- Maintain relationships with participants and ILO families

**Leverage external capabilities and create partnership**

- Develop and maintain relationships with community entities: Quality Trust, Shared Horizons, Arc of Northern VA, Plan MD DC, EDCJCC, etc.
- Develop and maintain relationships with Developmental Disabilities Services and Division of Rehabilitation Services staff at the state level in Maryland, DC & Virginia.
- Influence state policy and maintain connections with groups across the region
- Develop and maintain relationships with real estate developers

**Manage public relations and marketing**

- Give presentations
- Develop marketing materials
- Develop and maintain relationships with donors
- Supervise and support eTapestry and Quick Books consultants
- Enhance use of website, blogs, and social media

**Qualifications:**

- Bachelor's Degree in human service or management related field
- Minimum three to five years' experience in a managerial field
- Experience working with people with developmental disabilities
- Strength-based thinking -- able to focus on individual's and organization's abilities and assets
- Understanding of human resources, preparing budgets and organizational administration
- Ability to articulate a vision for the organization
- Excellent organizational and communication skills
- Creative and open approach to the job

**If Interested, please send cover letter and resume to [info@ilonow.org](mailto:info@ilonow.org)**