

## Executive Director of The Arc-Howard County

The Arc - Howard County is a non-profit organization providing day, residential and employment services as well as advocacy for individuals with developmental and intellectual disabilities residing in Howard County Maryland and is affiliated with the Arc - Maryland and the Arc-US. The organization is seeking to fill the position of Executive Director.

The Arc - Howard County is seeking an experienced leader with a passion for serving people with intellectual and/or developmental disabilities who has a proven track record of facilitating organizational excellence through strong leadership and oversight. This position is the “face” of the organization to the public.

The Executive Director provides strategic and operational leadership to the organization in order to support the organization’s vision and mission and ensures that the organization meets its objectives. The Executive Director oversees the administration of the Arc’s programs, provides oversight to the fiscal and operational management of the organization, leads policy development and oversee compliance with local, state and federal regulations. The Executive Director in partnership with the Board of Directors and appropriate staff will develop relationships with government officials, community organizations and businesses and actively engage with intellectual and developmental disability organizations throughout the state. The executive director will provide leadership to the organization to develop and enhance multiple revenue generating activities and the appropriate allocation of the organization’s resources.

### Qualifications:

- Ability to commit to The Arc’s mission, vision and values, and lead the organization, its staff, its operations and its practices in alignment with those principles.
- At least 10 years of progressively responsible senior organizational leadership experience for a nonprofit, public sector agency, for-profit or corporate entity with demonstrated understanding of the complexity of nonprofit organizations.
- Experience in the field of intellectual and developmental disability services is strongly desired and preferred.
- A strategic thinker with record of growing a comparably sized organization; demonstrated business and financial acumen and experience in successfully negotiating/renegotiating large-scale grants and contracts; experience building an organization’s revenues from a variety of sources including government, private philanthropy, the corporate sector, and individuals.
- Ability to develop and inspire creative and state of the art solutions for the individuals and families served. Demonstrated history of learning from and working with external stakeholders to generate new ideas and operationalize best practices throughout the organization.
- Strong relationship building and interpersonal communications skills; ability to successfully relate to a wide range of constituencies; experience successfully working with a Board of Directors; willingness to become intimately involved in the Howard County community.

- An inclusive leadership and management style that encourages staff in ways that motivates them to perform at their best and provides opportunities for professional advancement
- Demonstrated experience in building and leading strategic partnerships to deepen organizational impact.
- Strong commitment to diversity, equity and inclusion.
- Bachelor's degree required; Master's degree preferred.

#### Job Requirements

- Ability to attend meetings virtually or on-site throughout the state; may require some evenings and weekend work

#### Salary and Benefits:

- Salary commensurate with experience
- Medical, Dental and Vision coverage
- Vacation/Sick leave
- 403(b) Retirement Plan

**TO APPLY: Please email your vitae/resume AND cover letter to**

**[ExecutiveSearch@archoward.org](mailto:ExecutiveSearch@archoward.org)**

Failure to provide a cover letter and/or resume may disqualify you from consideration.

*The Arc-Howard is an Equal Opportunity Employer. Pre-employment background checks and drug screens are required for all employment positions. We do not discriminate in hiring based on race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, protected veteran status, or any other characteristic protected by federal, state or local law.*