

EXECUTIVE DIRECTOR JOB DESCRIPTION

Disability Rights Maryland (DRM), a nonprofit 501(c)(3) legal advocacy organization, is Maryland's designated Protection & Advocacy agency, federally mandated to advance the civil rights of people with all types of disabilities, of all ages, statewide.

The Executive Director is responsible to the DRM Board of Directors for all aspects of programmatic and financial management of the nonprofit corporation, and implementation of organizational policies, requirements and goals. The Executive Director serves as the primary point of contact for the organization, with responsibility for oversight, legal compliance, strategic planning and evaluation, resource development, and community and public relations. This is a full-time position.

JOB CLASSIFICATION

This position is classified as Exempt from the provisions of the Fair Labor Standards Act, meaning the individual holding the role will not be entitled to overtime pay for work performed in excess of 40 hours in a workweek.

JOB RESPONSIBILITIES

1. Collaborate with DRM Board of Directors and staff to formulate and implement organizational goals, plans, policies, and budgets to strengthen DRM's strategic direction and growth. Oversee development, execution and evaluation of organizational priorities and plans.
2. Provide leadership in public relations and function as spokesperson for DRM and its mission. Develop and maintain effective relationships with federal and other funding entities, partner organizations and allies.
3. Lead, participate, and collaborate with DRM's management team in planning, implementing and evaluating organizational advocacy goals, budgets, staffing, and organizational policies and procedures, including case management requirements.
4. Develop, implement, and lead fundraising initiatives to in order to raise funds from public and private sources.

5. Ensure organizational compliance with relevant federal, state, and local laws and regulations, and requirements pertinent to public and private funding sources.
6. Support the Board in the preparation and execution of Board and Committee meetings, organizational development activities, fiscal oversight, advocacy services planning, and other Board initiatives.
7. Create, implement, and enforce personnel policies and practices to attract and retain a highly qualified and capable staff, with opportunities for staff development. Maintain a strong organizational staff structure and ensure staff are trained, directed, coordinated and supervised effectively to carry out organizational goals.
8. Ensure timely, accurate and relevant fiscal information is provided to the Board of Directors. Implement, manage and assist in the development of board-approved budget.
9. Negotiate and execute contracts on behalf of the organization consistent with goals, policies, plans and budget actions.
10. Supervise and work closely with DRM's management team, comprised of the Directors of Finance, Legal Advocacy, Litigation and Operations.
11. In collaboration with Board and staff, design and engage in a strategic array of resource development activities.
12. Ensure maintenance of program information necessary for grant applications and mandatory federal, state, and private funding reports, programmatic and fiscal audits, etc., and ensure timely submission of all required grant applications and reports.
13. Participate in and/or supervise public policy advocacy.

MINIMUM QUALIFICATIONS

1. Demonstrated commitment to advancing the rights of people with disabilities.
2. Lived experience as a person with disability.

3. Possession of a Juris Doctor degree and membership in good standing with the Maryland Bar, or ability to obtain membership upon employment; or an advanced degree in an area relevant to DRM's mission;
4. Five years' progressively responsible experience and demonstrated success in nonprofit leadership, management and development.
5. Demonstrated ability to build, lead, manage and develop proficient and diverse teams of attorneys, advocates and administrative staff.
6. Commitment to social justice and experience working in coalitions with diverse organizations and individuals to achieve social justice goals; strong preference for background in disability law, civil rights, and/or poverty law.
7. Demonstrated ability to build and grow a fundraising apparatus to raise funds from private sources.
8. Demonstrated ability to work within coalitions of community organizations and governmental stakeholders to represent the interests of people with disabilities, and further DRM's mission.
9. Strong interpersonal skills, and outstanding oral and written communication skills, for use with a wide range of audiences and stakeholders.
10. Ability to read, understand, and explain moderately complex financial and budget information.
11. Ability to analyze complex problems and develop creative solutions.
12. Ability to convey complex information and data in plain language in verbal and written communications.
13. Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy, supervisory, and management activities.
14. Experience working with and/or sensitivity to people with disabilities and from multi-ethnic communities.
15. Experience working with diverse individuals and organizations, public officials, consumers of services, and the general public.

16. Background in legislative and executive-level public policy advocacy. Demonstrated understanding of public policy issues and processes.
17. General computer literacy and familiarity with Microsoft Office programs.
18. Ability to travel throughout the State of Maryland, as well as out-of-state for conferences and meetings.
19. Ability to work evenings and weekends when necessary.

OTHER HELPFUL QUALIFICATIONS

1. Experience with federal grants and funding sources.
2. Ability to communicate in Spanish, American Sign Language, or another non-English language.
3. Paid or volunteer experience working directly with DRM client populations.