

Northern Virginia Resource Center for Deaf and Hard of Hearing Persons

Executive Director Position Description

Job Title

Executive Director

Reports To

NVRC Board of Directors

Job Overview

The Executive Director is responsible for overseeing the administration, programs and strategic plan for NVRC. Other key duties include fundraising, marketing and community outreach.

Salary Range

\$65,000 to \$73,500 +benefits

Responsibilities and Duties

The primary areas of responsibility for the Executive Director are:

Organizational Operations and Sustainability

- Ensure organizational compliance with all applicable laws and regulations that apply to NVRC, including the federal tax code applicable to nonprofit organizations
- Develop, implement and oversee NVRC budget (currently ~\$400,000) including contracts with local governmental jurisdictions
- Approve and oversee all financial and accounting activities, including assisting with the completion of an annual audit by the auditors as well as providing clear and accurate financial reports to the Board
- Work with the Board's Treasurer to prepare an annual budget that will guide the sustainable growth of the organization
- Oversee the management of the accounting system by the finance manager
- Organize and maintain all official records and develop and keep documentation of all systems, policies, and processes within the organization

Strategic Planning and Growth

- Research, apply for, and manage grants and contracts
- Familiarity with contract and grant oversight, including deliverables and reporting
- Implement strategic plans that meet goals and objectives
- Develop and lead fundraising activities through events, contracts, grants, donations and partnerships with Board members to ensure the financial health of the organization and in keeping with the values, mission and goals of the organization
- Supervise staff

- Manage volunteers
- Required communications and interaction with Board
- Self-Starter - recognize opportunities and initiate actions without specific direction from the Board that advance the cause and mission of NVRC

Community Relations and Marketing

- Communicate effectively
- Maintain open communication and transparency with the Community, the Board, and stakeholders
- Develop positive relationships with key stakeholders and collaboration with partner organizations and potential funders
- Proactively address challenges in the internal and external environment to protect business interests
- Serve as the primary spokesperson for the organization concerning issues of importance to the Community including legislative issues
- Develop and implement a comprehensive marketing and communications strategy to enhance NVRC's visibility in the community
- Recruit, train, and supervise employees and volunteers who may be deaf, hard of hearing, or hearing, and who may communicate in any combination of ASL, Signed English, or through the use of spoken language
- Be an effective communicator and conversant in American Sign Language
- Help develop and increase the volunteer base of the organization.

EDUCATION

Required: Bachelor's degree in management/human services or related field or significant related experience

Preferred: Master's degree in management/human services or related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong written, presentation and people skills
- Ability to communicate using American Sign Language
- Transparent and high integrity leadership experience
- Ability to record and successfully complete daily, weekly, and monthly tasks tied to NVRC's objectives and grant and contract obligations and deliverables
- Ability to identify program needs/opportunities to develop new programs that support NVRC mission and to successfully and consistently secure funding streams that will support these endeavors
- Understanding of financial monitoring tools such as QuickBooks, social media and website media and computer programs supporting office operations (Excel, Word, Google Drive, Microsoft office)
- Enthusiastic about supporting the D&HH communities

- Understanding of the deaf, deaf-blind, and hard of hearing communities and all modalities including sign language, oral, and cued speech. Adaptability to individual communication modalities (oral, ASL, SEE, Cued Speech)
- Ability to inspire and motivate diverse volunteer and donor groups
- Strong networking skills with organizations, universities and businesses
- Awareness of advocacy issues in the deaf and hard of hearing communities (ADA, employment, interpreting situations, etc.) across generational levels, e.g. Boomers, Gen Xers, Millennials

EXPERIENCE

- Three to five years of proven administrative and leadership experience
- Management of non-profit organizations or related experience
- Ability to write grants and fundraise
- Experience working with people who are deaf and hard of hearing