



Position Profile Packet
Executive Director
National Association of Councils on Developmental Disabilities
Washington, DC

The National Association of Councils on Developmental Disabilities (www.nacdd.org), based in Washington DC is seeking a dynamic, collaborative, and innovative Executive Director. NACDD is the national association for the 56 Councils on Developmental Disabilities (DD Councils) across the United States and its territories. The DD Councils receive federal funding to support programs that promote self-determination, integration and inclusion for all people in the United States with developmental disabilities.

Our vision for this position is an Executive Director who will use their leadership and relationship skills to challenge us to advance in creative ways, fostering the leadership of people with intellectual and developmental disabilities and establishing and maintaining effective relationships with a broad array of stakeholders.

Our next Executive Director will have a consensus-building leadership style with a track record of building and maintaining strong working relationships with internal (staff, board and membership) and external partners (Legislators, funders, partner organizations), and will possess strong and effective communication skills, including excellent written, active listening, and public presentation skills.



Our next Executive Director also will provide exemplary service in our key strategic priorities:

	Supporting Councils
	Strengthening advocacy
	Championing policies and funding for Councils
	Enhancing internal capacity and organizational administration

The Organization

The National Association of Councils on Developmental Disabilities (NACDD) is a member-driven organization consisting of 56 Councils representing states, territories, and the District of Columbia. NACDD represents the diverse interests of Councils and serves as their national voice. NACDD's purpose is to support Councils in their role of: (1) promoting the interests and rights of people with developmental disabilities and their families, (2) Being change agents to create positive systemic change with and on behalf of persons with developmental disabilities, and (3) implementing the Developmental Disabilities Assistance and Bill of Rights Act.

NACDD was established:

- To be a respected, effective voice for the Councils.
- To promote and enhance support for and viability of the Councils.
- To provide timely, useful training and technical assistance, including information and services to member Councils that emphasizes best practices and promotes excellence.
- To advance leadership development for board, committee and Council leaders.



About the Councils

Councils on Developmental Disabilities were formed under the Developmental Disabilities Assistance and Bill of Rights Act. The purpose of Councils is to engage in advocacy, capacity building, and systemic change activities consistent with the purpose of the Act and contribute to a person- and family-directed, culturally and linguistically competent comprehensive system of community services, individualized supports and other forms of assistance. The goal of the Act and the Councils is to enable individuals with developmental disabilities to exercise self-determination, be independent, be productive and be integrated and included in all facets of community life.

The Councils are charged with identifying the most pressing needs of people with developmental disabilities in their state, territory or district to develop innovative and effective ways to meet those needs in a manner that upholds the human and civil rights of people with developmental disabilities. Each Council develops a state plan that identifies specific five-year goals for its state. Councils implement their state plans by conducting activities such as: outreach, training, technical assistance, supporting and educating communities, interagency collaboration and coordination, barrier elimination, systems design and redesign, coalition development and citizen participation, informing policymakers, and demonstration of new approaches to services and supports. Areas of emphasis include: quality assurance, education and early intervention, child-care, health, employment, housing, transportation, recreation, and other services available or offered to people with developmental disabilities.



An 11-member Board of Directors governs NACDD. Current staffing includes five positions. The organization's current budget is \$2 million. Funding sources include membership dues, conferences, grants, contracts and contributions. More information on NACDD is at www.nacdd.org.

The Position

Reporting to the Board of Directors, the Executive Director will provide overall leadership to support and strengthen the work of the Councils, coordinating the Councils' national advocacy efforts with and on behalf of people with developmental disabilities and their families. The Executive Director manages the programmatic and administrative operations of NACDD to accomplish the goals and objectives of the Association as determined by the Councils.

More information can be found in [NACDD's strategic plan](#).

Key Responsibilities

Reporting to the Board of Directors, the Executive Director will provide overall leadership and management of the organization and staff and work closely with the Board and Councils to chart the future goals and direction of the organization. The successful candidate will:

- Effectively and accessibly talk about and model NACDD's mission, values, and contributions to staff, Board of Directors, Councils, funders, people with disabilities and families, policymakers, and the larger community.
 - Advocate for and with Councils to ensure equitable and adequate funding and resources from funders to Councils.
 - Ensure diversity, equity, inclusion, accessibility and belonging best practices are used across the NACDD network, including consistent use of a Language Access Plan and compliance with the Americans with Disabilities Act.
 - Actively and effectively engage Councils to ensure NACDD is responsive to Council needs.
 - Co-Create expanded leadership opportunities and key roles for and with people with developmental disabilities within the NACDD network.
 - Stay informed on topics to empower Board of Directors, Councils and staff through timely and consistent sharing of accurate information to support shared and informed decision-making.
 - Actively seek out new private and public funding sources that fit the mission and values of NACDD and serve as the Principal Investigator and writer on grants to ensure all deliverables are fulfilled.
 - Ensure all operational matters of NACDD operate within the budget, bylaws, operational plan and applicable local, state and federal laws.
 - Actively seek input from and provide support to the Board of Directors in their governing functions and implement their Strategic Plan.
 - Hire, supervise and support NACDD staff and consultants.
 - Assure effective completion of internal fiscal controls, development and monitoring of annual budget, and coordination of the completion of annual audit.
 - Actively partner with member Councils to engage in communication and education with Federal agencies and policymakers about the NACDD legislative agenda, including appropriations for Councils.
 - Effectively partner with and collaborate on shared priorities and projects with DD Network partners.
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Experience and Knowledge

The successful candidate will bring these experiences to NACDD:

- Direct experience with people with Intellectual and Developmental Disabilities and their families, including an understanding of disability history and culture and its connection to the civil rights movement required.
- Diversity, Equity, Inclusion, Accessibility, and Belonging expertise required.
- Collaboration and consensus building experience required.
- Track record of systems change, and financial growth of a non-profit organization required.
- Ability to juggle multiple priorities and projects successfully and simultaneously required.
- Experience implementing the direction of a Board required.
- Experience in a developmental disability or similar field preferred.
- Experience with advocacy on Capitol Hill preferred.
- Non-profit leadership experience preferred.
- Effective conflict resolution/transformation experience preferred.
- Experience building alliances with groups within and beyond the disability community, including social justice organizations aligned with NACDD values preferred.



Salary and Benefits

Salary is commensurate with experience ranging from \$185,000 to \$215,000 annually with a competitive benefits package. Candidates must live in DC Metro or be willing to travel as needed to the area.

Application Process

To apply, email cover letter, resume, and salary requirements to: Beth Swedeen, beth.swedeen@wisconsin.gov

Deadline: January 3, 2024

NACDD strives to create a workplace and a network that practices and models diversity, equity, inclusion, accessibility, and belonging. We are proud to be an equal opportunity employer and aim to reflect the diverse identities, experiences, and geographies of the people we serve.

As part of this commitment, NACDD will ensure that persons with disabilities are provided reasonable accommodations for the hiring process. If accommodations are needed, please contact Beth Swedeen at beth.swedeen@wisconsin.gov

