

## **NEVADA DISABILITY ADVOCACY AND LAW CENTER**

### **EXECUTIVE DIRECTOR - Position Description**

The Nevada Disability Advocacy and Law Center (NDALC), a Nevada non-profit corporation and the state's Protection and Advocacy (P&A) agency designated to receive federal funds to protect and advocate for the legal rights of eligible people with disabilities, seeks a dynamic and experienced person to lead NDALC as the new Executive Director.

NDALC's mission is to protect and advocate for the human and legal rights, interests, and welfare of Nevadans with disabilities; promote, support, and assist Nevadans with disabilities in understanding and controlling those systems and processes which directly affect their lives; and foster the development, availability, and accessibility of services which increase the opportunities available to Nevadans with disabilities to live their lives as fully, independently, and productively as possible. NDALC has served as Nevada's designated P&A agency since March 1995 and is a member of the National Disability Rights Network (NDRN).

The Executive Director (ED) is the highest-level employee of NDALC and will serve as the primary public face of the organization. The ED is responsible to the NDALC Board of Directors (Board) for the oversight, management, and implementation of all program services pursuant to policies and programs approved by the Board, and for the organization's consistent achievement of its Mission, goals and objectives. In the performance of duties, the ED reports to the Board directly through the President of the Board.

#### **RESPONSIBILITIES** (either directly or in conjunction with applicable staff members):

1. **Systems Advocacy and Liaison:** Ensure that NDALC is effective in pursuing Board-approved goals and objectives to achieve improvements in service systems, protect the legal rights of, and monitor, investigate and respond to abuse and neglect of Nevadans with disabilities. Establish and maintain working relationships with consumers, family, provider, policy-making, and other relevant groups or agencies as necessary to achieve these goals and objectives. Enable NDALC to take full advantage of the authorities provided to a P&A to advocate for and protect the rights of Nevadans with disabilities. Serve as the primary spokesperson for NDALC across the state.
2. **Program Planning, Development, and Operation:** Develop annual goals and objectives for Board approval, preserve and expand the capacity of NDALC to meet its overall Mission, ensure the quality of legal and advocacy services, focus resources on implementation of program objectives and monitor performance, ensure agency services are effective and accountable, ensure management information systems capture all data needed for quarterly and annual reporting to federal oversight agencies, and ensure the completion and submission of all required reports.
3. **Employment and Personnel Management:** Develop and maintain a diverse, well-qualified, competent, and hard-working staff which includes lawyers, advocates, financial and administrative personnel, and other appropriate staff to achieve NDALC's goals and objectives. Ensure all NDALC personnel policies and procedures are followed and remain in compliance with all state and federal laws and regulations.
4. **Financial Management:** Oversee and/or develop a proposed annual budget and monitor financial transactions and status throughout the year. Ensure all NDALC policies and procedures for financial management are followed, such policies comply with all federal, state and other applicable requirements, and safeguard the financial interests of the agency.

**Support to Board of Directors:** Responsible for maintaining regular and timely communications with the Board and the Executive Committee, responding to Board requests, and to support the Board in carrying out its responsibilities of oversight of the agency.

**Other Activities and Responsibilities:** Perform other activities in support of NDALC's work, such as speaker/facilitator, outreach, and trainer to outside groups or community partners. Receive ongoing training on substantive, administrative and leadership issues through available national and state resources. Establish and maintain relationships with the National Disability Rights Network (NDRN), funders, potential funders, and a full range of coalitions and organizational partners.

#### **QUALIFICATIONS & MINIMUM EXPERIENCE REQUIREMENTS:**

- Strong and clear commitment to advancing the rights of people with disabilities in ways that demonstrate the values of inclusion, autonomy, equal access, and full participation in community life.
- Experience working directly with persons with disabilities and from multi-cultural communities.
- Experience working effectively with multiple organizations and individuals with diverse perspectives, the public, elected and appointed officials, and service recipients.
- Demonstrated understanding of legislative and executive-level public policy issues and processes.
- Understanding of the legal rights and advocacy which impact persons with disabilities.
- Successful leadership in managing and supervising staff in different disciplines.
- Experience in financial development, financial management and oversight, grant and contract compliance, strategic and priority planning, and managing change.
- Strong management and supervisory administration skills.
- Effective communication; both oral and written.
- Minimum of 3 to 5 years of executive-level experience in a non-profit agency.
- Minimum of 5 years' experience in public interest or disability law advocacy.
- Successfully complete state/federal background check(s) and any additional security level requirements as necessary from the Agency's federal, state, or private grantor programs.

#### **DESIREABLE QUALIFICATIONS:**

- Advanced degree from an accredited university or college, e.g., master's degree in public administration/Non-Profit Management, or a related field. A Doctor of Jurisprudence/Juris degree is preferred.
- Experience with federal grants.
- Proficiency in Spanish and/or American Sign Language.

#### **LOCATION and TRAVEL:**

**Location** – Nevada

Residence can be in either Las Vegas (corporate office location) or in Reno areas of the State.

**Travel** – The position requires occasional travel outside of the business day or weekend. Ongoing meeting and training opportunities are necessary throughout the year. Approximately 15 - 20% travel, although some meetings continue to be available virtually.

## EMPLOYMENT BENEFITS:

*NDALC offers a competitive salary commensurate with experience. Fringe benefits include medical, vision, dental, life and AD&D, 403b and SEP programs, accrued vacation and sick leave, and paid holidays.*

*NDALC is an Equal Opportunity/Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, protected veteran status, disability status, marital status, genetic information, or any other characteristic protected by law.*

*NDALC serves under federally funded grant programs and is a drug free workplace.*

**APPLICATION PROCEDURE:** In order to receive full consideration, **applicants should submit their documents as soon as possible as resume review begins immediately:**

Documents and Information to submit:

- 1. Cover/Introduction Letter** - include reason for applying for this non-profit, professional position and any salary requirements.
- 2. Resume**
- 3. List of at least three, professional references** who can speak to your work. List names, phone numbers, and email addresses.

**Completed Information Packets for Consideration can be emailed to:**

[Admin@NDALC.org](mailto:Admin@NDALC.org)