



Integrated Living Opportunities (ILO)

Executive Director

Job Announcement

About ILO

Founded in 2014 by Maedi Tanham Carney, Integrated Living Opportunities (ILO) is a non-profit organization that helps young adults with developmental disabilities transition to independent living. ILO serves members in the Washington, D.C./Maryland area. ILO is comprised of:

- Self-Advocates
- Participating Families
- ILO Community Group Families
- ILO Staff and Board

The ILO community works with participating families to create a safe and supportive community of peers and caring people who help self-advocates transition to independent living and develop self-reliance. Over the past 9 years, ILO's community has grown to include 37 families and nearly 60 additional families who rely on ILO for information, resources, and support.

Position Summary

The ILO Board of Directors seeks a hands-on, entrepreneurial, and strategic leader to help our well-respected nonprofit expand its reach and deepen its impact. The next Executive Director (ED) will actively support ILO's mission to assist our self-advocates transition to independent living.

Reporting to the Board of Directors, the ED is responsible for the organization's consistent achievement of its mission and financial objectives, and will have overall responsibility for fundraising, overseeing programs, ensuring the financial health and sustainability of the organization, developing staff, and maintaining/building relationships with partner families, self-advocates and other stakeholders.

ILO's founder and current executive director has decided it is time to step down after 8 years of tireless commitment, passion, and dedication. The incoming ED will have the ability to consult with the founder to gain deep insight into ILO's mission, programs, and financial models. The new ED will be expected to work with the Board of Directors to develop, plan, and execute a sustainable path forward for the organization. See more information about ILO at www.ilonow.org.

Key Responsibilities

Fundraising

- Develop, cultivate, and maintain a diverse and balanced funding base: government, foundation, corporate, and individual donors.
- Identify, research, and cultivate potential funding sources, establish strategies to approach potential funders, and prepare-submit proposals.
- Grow revenues and oversee fundraising planning and implementation in conjunction with the Board Fundraising Committee and a consultant grant writer.
- Develop and maintain donor relationships for fundraising sustainability.

Communications and Advocacy

- Develop and oversee the implementation of communication strategies to enhance and expand public awareness of ILO's programs, goals, accomplishments, and value.
- Establish strategic collaborative working relationships with other community organizations in the developmental disability sector.
- Represent programs as well as the mission-vision-values of ILO to local government agencies, funders, media, community stakeholders, ILO families, self-advocates, and the public.

Staff Management and Support:

- Responsible for the recruitment, employment, and support of all personnel, including employees, contractors, and volunteers.
- Develop a climate that attracts, retains, and motivates a diverse staff of highly qualified people who effectively pursue the organization's mission.
- Provide ample opportunities for staff development that contribute to the specialized work of ILO and to individual professional goals.

Program and Organizational Development and Management

- Ensure in conjunction with the Board that ILO has a viable strategic plan to achieve its mission and vision and makes consistent and timely progress in accomplishing program goals and impacts.
- Provide leadership in developing programmatic, organizational, and financial plans in conjunction with the Board. Carry out plans and policies authorized by the Board.
- Promote opportunities for Board Members and other volunteers to engage with the programmatic work of the organization.
- Facilitate a strong working relationship with the Board, supporting its governance and fundraising roles as well as ongoing Board skills development.
- Maintain official records and documents and ensure compliance with federal, state, and local regulations for record keeping.
- Maintain a working knowledge of significant developments and trends in the developmental disabilities field.

Financial Management

- Work with the Board Finance Committee and the contracted accountant to develop an annual budget; ensure that ILO operates within budget guidelines.
- Responsible for following sound financial practices and internal controls with the advice and input of the contracted accountant and Board Finance Committee.
- Ensure that there are adequate funds to allow ILO to carry out its mission work.
- Establish and follow rigorous accountability standards for grant and budget tracking.

Required Qualifications

The ideal candidate for this position is someone with a strong entrepreneurial drive, excellent planning and organizational skills, and a demonstrated ability to engage and interact with staff, families, and self-advocates. They will have a deep commitment to the organization's mission and to the community that ILO supports. Success in the role will require effective oversight of programs, strong partnership with the Board of Directors, management of budgets and appropriate allocation of funds, driving revenue growth, and cultivating relationships with key donors and community partners.

This position is based in the greater DC Metro area and operates as fully remote; however, some local travel is required to attend ILO community events and programs, site visits, board and committee meetings and other local meetings.

The new ED will have the following skills and experience:

- Proven nonprofit leadership, management, and fundraising skills developed through five or more years of experience in professional position(s).
- Experience and demonstrated success in fundraising from sources including local government, private foundations, corporations, and individuals.
- Excellent interpersonal, written, and verbal communication skills; strong presentation skills.
- Experience creating and monitoring budgets.
- Strong networking skills to build working partnerships with a variety of stakeholders.
- Knowledge and experience with the developmental disability community.
- Bachelor's degree required.
- Applicants will need to be located within the metropolitan Washington, DC area.

Preferred Qualifications

- Strong computer skills, including Outlook, SharePoint, and Excel.
- Experience working with individuals with intellectual disabilities and/or their families
- Knowledge of the waiver systems for DC and for Montgomery County, MD including self-direction.
- Experience managing and growing programs.
- Established networks and connections in the disability sector.

Salary

The annual salary range for this position is \$75k - \$85k.

To apply, please email a cover letter and resume to Sally Buckman, Board President, at EDposition@ilonow.org Include "ED Search" in the email subject line. In your cover letter, please describe how your interests, experience, and skillsets could help advance ILO's mission.

Equal Opportunity Employer Statement

ILO is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law