Director of Administration

The ENDependence Center of Northern Virginia (ECNV) is a 40-year-old nonprofit organization that provides direct services, advocacy, and support to individuals with disabilities and chronic conditions and their families to ensure individuals can thrive, live independently, and in the community. We promote a philosophy of independent living, including consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities and the integration and full inclusion of individuals with disabilities into the mainstream of American society. We are a Center for Independent Living (CIL) that provides peer support, life skills education, advocacy, and support for transitions to adulthood and community living.

We have a strong focus on equitable access for multiply-marginalized communities, including BIPOC, immigrants, and LGBTQIAS2+. You must be passionate about your commitment to challenging intersectional inequality.

**Core Competencies:**

* Passion for the ENDependence Center of Northern Virginia's mission and disability justice.
* Ability to manage multiple projects within designated timelines while delivering high-quality results.
* Expertise with non-profit administration, including human resources, financial management, board relations, and effective systems and services to conduct operations.
* Maintain confidentiality, both internally and externally, about ECNV activities including but not limited to: Board of Director business and meetings; all information related to personnel salaries and personal information, accommodations, and evaluations; and business strategy, contracts, grantors, negotiations, and intellectual property.

**Essential Duties and Responsibilities**

* Develops and maintains the organization's administrative and human resource-related policies and procedures.
* Ensures the organization's compliance with applicable health, building, safety, business licensing and certification requirements.
* Serves as a member of the organization's key administrative decision-making and planning body.
* Collaborates with all management staff to identify and deliver the required administrative and human resource operations for the organization.
* Assist with organizing events and meetings held at the ECNV office or off-site.
* Performs other related duties as assigned.

**Supervisory Responsibilities:**

* Directs and oversees administrative support services staff.
* Oversee staff and execution of two pass-through Accounts Payable Contracts with local municipalities.
* Organizes and oversees the schedules of financial and administrative system employees.
* Conducts performance evaluations that are timely and constructive.

**Human Resource Duties:**

* Plan, direct, and supervise all activities relating to the administration and maintenance of payroll and employee benefits programs. Develop, implement, and control programs in a manner that ensures cost effectiveness, market competitiveness, and internal equity among employees.
* Administer benefits programs, including conducting analyses and serving as primary contact with providers (including group health and life), workers' compensation, unemployment, and retirement plans.
* Assist the Executive Director and Deputy Executive Director in the daily administration of HR services; including recruitment through onboarding, promotions, transfers, contract negotiation and administration, affirmative action/EEO compliance, job classification, performance evaluation, education and skill development, and employee relations in accordance with quality management principles and overall objectives of the organization.
* Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resource management. Identify trends that could affect organizational objectives and/or operational resources. Interpret appropriate laws and policies and advise management, employees, and retirees accordingly.
* Respond to staff requests for disability accommodations; prepare accommodation packages and agreements consistent with Federal and State regulations and ECNV policies.
* Escalate potential legal issues to the Executive Director or Deputy Executive Director for counsel.

**Financial Management Duties:**

* Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records for general organization overhead and indirect costs.
* Assists with accounting records and ledgers by reconciling monthly statements and transactions for general organization overhead and indirect costs.
* Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
* Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.

**Board Support:**

* Prepare and distribute Board documents in collaboration with key leadership, the Board of Directors, and Organization Management. To include Board Manuals, Handbooks, Minutes, Agenda, and etc.
* Communicate with the Board of Directors for official Board work.

**Education and Experience:**

* Master’s degree or equivalent experience in Business Administration/Management, Human Resources, Organizational Management, or related field required.
* Ten years of experience in administration, including three years in a supervisory capacity, is required.

**Required Skills/Abilities:**

* Thorough understanding of, or ability to quickly learn, the office equipment, recordkeeping systems, management information systems, and related protocols used in the organization.
* Excellent verbal and written communication skills.
* Professional and tactful interpersonal skills with the ability to interact with a variety of personalities.
* Strong leadership and supervisory skills.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with proven ability to meet deadlines.
* Extremely proficient with Microsoft Office Suite or related software.

**Preferred Qualifications:**

* Qualified person with a disability.
* Work experience in Independent Living, Disability Advocacy, or other intersecting Social Justice field.
* Spanish, Amharic, or second language/other than English fluency.

*All programs and employment positions of ENDependence Center of Northern Virginia, Inc. are open to all members of the community, without regard to race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.*

*The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities. Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process. A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known.*

To Apply:

Please submit a resume and cover letter to jobs@ecnv.org.

Applications are due - open until filled.