

# EXECUTIVE POSITION PROFILE

## Executive Director

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# NCPD

NATIONAL CATHOLIC PARTNERSHIP ON DISABILITY

*• faith • giftedness • partnership*

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This search is being conducted by:

## VettedSolutions

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# I. Opportunity

## The Opportunity

The role of the **Executive Director** is to bring innovative, servant leadership and strong financial management to continue the mission, growth and increased reach of programs, resources, and services provided by the National Catholic Partnership on Disability (NCPD). NCPD plays a key leadership role within the U.S. Catholic Church promoting and ensuring the meaningful participation of the 14 million U.S. Catholics with disabilities in their life of faith. The NCPD Executive Director works closely with the Catholic Disability Foundation (CDF), an entity that serves as the fundraising arm for NCPD.

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## Scope of Position

The Executive Director reports to the NCPD Board of Directors and is responsible for the organization's consistent achievement of its mission, strategic objectives, annual operating plan, fundraising and financial objectives. There are currently four paid staff persons and about 50 volunteers that support the organization.

NCPD would prefer the next Executive Director to work from its Washington DC office, although a candidate able to work remotely from another location may be considered.

## Key Accountabilities

### Leadership and Administration

- In partnership with the Board of Directors, develop, plan, and implement the strategic plan

ensuring that outcomes are in place with appropriate metrics.

- Successfully manage the staff and day-to-day operation to ensure the sustainability and long-term stability of NCPD. Have both an understanding of daily work and a long-term vision for success.
- Ensure a mission-driven culture that supports positivity, productivity, and collaboration that attracts, retains, and inspires a diverse and high-caliber staff.
- Communicate the organization's vision to all relevant stakeholders.

### Fundraising and Financial Management

- In collaboration with the NCPD and CDF Boards and NCPD staff, develop and achieve the annual fundraising plan and determine appropriate reporting metrics.



- Regularly evaluate fundraising to adjust tactics as needed to achieve goals.
- Work with staff to develop an annual budget based on an assessment of needs, external factors, and the strategic plan.
- Ensure sound financial planning, management, forecasting, reporting, and organizational accountability.
- Ensure sound financial practices and financial management operation that promote good stewardship throughout the organization.

### **Communications, Partnerships, and Program/ Services Development**

- Serve as a key internal and external spokesperson for NCPD, in conjunction with the board chair.
- Lead efforts to enhance organizational visibility and awareness, including further relationship development with relevant partner organizations.
- Ensure regular and effective ongoing communications with all NCPD constituencies.
- In conjunction with staff, ensure all communications and public relations materials uphold NCPD's brand and depict the accurate message regarding NCPD's mission and initiatives.
- Enhance NCPD's strong reputation and outreach with diocesan, regional, national and international partners.
- Identify and cultivate new partners to further the creation and/or delivery of NCPD's programs, services, and resources.
- Focus on issues relevant to persons with disabilities to ensure NCPD's programs, services, resources, and outreach are relevant and of high quality.

### **Board of Directors Support**

- Work with the board chair to prepare for and coordinate board meetings.
- Welcome new board members and work with board to provide orientation as needed.
- Support the board in conducting regular self-assessments and to ensure that board action items are implemented as directed.



- Provide the board with regular organizational updates.
- Foster a sense of engagement and communication within the volunteer leadership.

## **Experience, Qualifications, Personal and Professional Qualities**

- A practicing Roman Catholic in communion with the Church who understands the Executive Director position as a ministry at the service of the Church's evangelizing mission; committed to the moral and doctrinal teachings of the Catholic faith.
- Bachelor's degree required.
- At least 7 years of nonprofit leadership and/or management experience is preferred.
- Knowledge of a wide spectrum of disabilities through personal or professional experience is a must. Experience in ministry with persons with disabilities is preferred.
- A fundamental belief in the worth and dignity of all persons.



- Demonstrated ability to address opportunities and challenges creatively, innovatively, and resourcefully.
- Track record of successfully raising the visibility of an organization or an issue.
- Proven success in generating or developing alternate sources of revenue and funding.
- Ability to conceptualize, communicate and lead an organization to a shared vision in response to changing needs and opportunities.
- Comprehensive knowledge and experience with financial management, budgeting, and reporting.
- Strong team-focused, collaborative, and inclusive leadership style. A demonstrated ability to engage volunteer leaders.
- Demonstrated empathy and emotional intelligence.
- Demonstrated experience in building relationships, internally and externally, including partnerships.
- Proven ability to work in a dynamic environment with various stakeholders with conflict resolution skills.
- Well-developed communication skills. Multilingual capability a plus.
- Effective communication skills including active listening, public speaking, meeting facilitation, and consensus-building.
- Demonstrated comfort and skill in serving as the public voice for an organization.

## II. About NCPD

### Mission

#### **Full inclusion of persons with disabilities — in Church and in Society**

NCPD works collaboratively with Vatican, international, national, diocesan and parish leaders to offer training, consultation, and online and print resources. NCPD is considered a leader on issues of disability and faith. Issues addressed include catechesis and sacramental preparation; liturgical and physical access; vocations; mental illness, including suicide prevention; and defense of life against such major attacks as abortion, infanticide, and assisted suicide. In addition, NCPD partners with other national Catholic organizations to bring a disability perspective to programs and projects of national significance, including the United States Conference of Catholic Bishops (USCCB), the National Conference for Catechetical Leadership, the National Federation for Catholic Youth Ministry, and the National Catholic Educational Association.

Since its founding in 1982, NCPD has worked to implement the 1978 *Pastoral Statement of U.S. Catholic Bishops on Persons with Disabilities* (Pastoral Statement) and subsequent bishop and Vatican directives. The NCPD staff, Board and Councils on

Mental Illness (CMI) and on Intellectual and Developmental Disabilities (CIDD) carry out the following mission: *Rooted in Gospel values that affirm the dignity of every person, the National Catholic Partnership on Disability (NCPD) works collaboratively to ensure meaningful participation of people with disabilities in all aspects of the life of the Church and society.*

### History and achievements of organization

An outgrowth of the U.S. Bishops Advisory Committee on People with Disabilities and through a grant from the American Board of Catholic Missions, NCPD was established in 1982 as a non-profit corporation. It was approved as an official Catholic organization falling under the USCCB group ruling and is listed in the Official Catholic Directory. In its nearly four decades of service to the U.S. Catholic Church, NCPD has:

- provided consultation to USCCB, diocesan, and parish personnel;
- hosted and cosponsored national conferences;
- conducted regional meetings and trainings;



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- produced print and online resources;
- consulted with the Vatican and presented at international conferences;
- collaborated with publishers and national Catholic organizational partners;
- shared resources via a website and social media.

These efforts and resources have resulted in increased accessibility in parish facilities, and Catholics with disabilities being nurtured in their faith through the sacraments, and increasingly offering their gifts in service.

## Organization structure

NCPD is governed by a fourteen to sixteen-member Board of Directors, including an Episcopal Moderator, professionals with disabilities, family members, and diocesan personnel. Officers of the

Board include the Chair, Secretary, Treasurer and Chair-Elect (serves one year prior to assuming role of Chair). NCPD Board members serve on one or more Committees: Ethics and Public Policy, Education, Mission and Development & Promotion. The Board also oversees the work of two Councils established by NCPD: Council on Mental Illness (CMI) and Council on Intellectual and Developmental Disabilities (CIDD).

The Catholic Disability Foundation (CDF) was established in 2005 as a separate non-profit corporation to raise funds for NCPD and provide guidance and support. The CDF Board includes business professionals, administrators, attorneys and family members of people with disabilities.

## Digital Presence

Website: [www.ncpd.org](http://www.ncpd.org)

# II. About Vetted Solutions

**Vetted Solutions** is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community, recruiting and consulting. We focus on senior staff and CEO positions. For confidential consideration, please email your resume and cover letter to [NCPDEDsearch@vettedsolutions.com](mailto:NCPDEDsearch@vettedsolutions.com) or contact Vetted Solutions at +1 202 544 4749.



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