



**Job Description**  
**Governance and Fiscal Management Specialist**

The National Disability Rights Network (NDRN) is looking for a Governance and Fiscal Management Specialist to provide high quality training, technical assistance and resource development to the Board of Directors, financial and human resource managers of the nationwide network of Protection and Advocacy (P&A) agencies and Client Assistance Programs (CAP) in their efforts to protect the rights of persons with disabilities.

NDRN is the national membership association for the federally mandated P&A agencies and CAP programs. Collectively, the P&A/CAP network is the largest provider of legally based advocacy services to people with disabilities in the United States. Through training and technical assistance, legal support, and legislative advocacy, the National Disability Rights Network works to create a society in which people with disabilities are afforded equality of opportunity and are able to fully participate by exercising choice and self-determination.

The Governance and Fiscal Management Specialist will provide training and training assistance on non-profit governance and fiscal management including Board roles and responsibilities, strategic planning, recruitment and retention, succession planning, Board engagement, budgeting, maintaining strong internal controls, federal grant management, auditing, as well as hiring, managing a diverse workforce and other human resources issues.

**ESSENTIAL FUNCTIONS:**

1. Provide direct technical assistance to the Boards of Directors of the P&A agencies, P&A Executive Directors, Fiscal Managers and other senior managers to meet the needs of both individual staff and board members, as well as the agencies as a whole, in terms of non-profit governance and fiscal management issues.
2. Coordinate, develop and deliver on-site and web-based training on a full range of non-profit governance, fiscal management and human resources topics designed to meet the identified needs of P&As.
3. Monitor emerging issues, trends, practices and policies which will affect the ability of P&As and NDRN to implement assigned program activities and identify promising practices to share with the network.
4. Organize an annual fiscal management conference, as well as governance training sessions at the P&A/CAP annual conference.

5. Broker expertise among the P&As and with outside experts to promote sharing of resources and quality of services across the network.
6. Develop new, and update existing, resource material on relevant issues including governance, non-profit fiscal management and human resources regulations, policies and practices designed to support the work of P&As.
7. Staff NDRN committees as assigned.
8. Maintain a log of all technical assistance provided to P&As and others.
9. Coordinate development of the monthly report of all training and technical assistance activities for submission to the Federal funding agency.
10. Implement all assignments consistent with the goals, objectives and policies of the NDRN Board of Directors.
11. Assume other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Bachelor's degree and five years experience in non-profit governance, federal grants management and/or fiscal management of a non-profit organization.
2. Demonstrated knowledge of non-profit accounting including the OMB Circulars A-122, A-133 and A-110.
3. Demonstrated commitment to the contributions of citizens with disabilities and to efforts to make possible the realization of that potential.
4. Five years experience as a trainer or provider of technical assistance including communicating your knowledge and practical understanding.
5. Demonstrated extensive expertise in organizational development and planning.
6. Demonstrated interpersonal skills, including, but not limited to, sensitivity to other people and the ability to work with others on a cooperative basis.
7. Excellent demonstrated ability to communicate effectively in both written and verbal English.
8. Willingness to travel, work evenings and weekends when necessary.

The National Disability Rights Network is an equal opportunity employer. We encourage individuals with disabilities to apply.

Applications deadline: October 16, 2009. Please send a cover letter, resume to: Nachama Wilker, Deputy Executive Director for Training and Technical Assistance at [Nachama.wilker@ndrn.org](mailto:Nachama.wilker@ndrn.org) Applications may also be mailed.