



## National Disability Rights Network

### Job Announcement

### **Administrative and Fiscal Training and Technical Assistance Specialist**

The [National Disability Rights Network](#) (NDRN) seeks an **Administrative and Fiscal Training and Technical Assistance Specialist** to provide training and technical assistance **on fiscal and grants management** to the nationwide Protection and Advocacy (P&A) System and Client Assistance Program (CAP) network for persons with disabilities and support other operations of NDRN. The person will coordinate, assist, and provide training and technical assistance (T/TA) on financial reporting, internal controls, federal grant management, and audits. This position will also support NDRN staff with fulfilling requirements under federal grants and contracts to provide training and technical assistance to the P&A/CAP network.

#### **Who We Are:**

[NDRN](#), headquartered in Washington, D.C., is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. The P&A System is collectively the largest provider of legal services to persons with disabilities in the United States. The System uses various means including mediation, negotiation, administrative complaints, and individual and systemic litigation to address a wide range of rights violations which impact persons with disabilities.

NDRN provides training, technical assistance, and legal support to the P&A/CAP agencies, which are in every state, U.S. territory, and for a consortium of Native American tribes. NDRN is also involved in legislative advocacy to create a society where people with disabilities are afforded

equal opportunity and able to fully participate by exercising choice and self-determination.

**Responsibilities of the Position Include:**

- Assess and respond to technical assistance requests related to fiscal management, and the proper use and reporting of federal funds. Determine the proper resources necessary for each request.
- In collaboration with the Fiscal and Management Training and Technical Assistance Specialist develop, coordinate, and conduct remote and in-person trainings to meet the needs of P&A fiscal and operations staff. This will include NDRN's annual Fiscal Management Conference the P&A/CAP Annual Conference, and the development of on-line content using NDRN's new Learning Management System.
- Create, update, and maintain relevant training and technical assistance resources and participate in relevant on-line discussion forums and communities of practice addressing fiscal and administrative functions of the P&A/CAPs.
- Participate in on-site or remote technical assistance events at individual P&A/CAP organizations, as necessary.
- Support the Directors of Legal Services and Investigations, the Fiscal and Management Training and Technical Assistance Specialist, the Office Manager, and other staff as appropriate, to comply with NDRN's responsibilities under T/TA contracts. This will include:
  - Scheduling and coordination with P&A/CAP organizations and federal contractors;
  - Editing and proofing documents;
  - Assisting with the preparation of monthly, quarterly, and annual reports;
  - Completing data analysis on various NDRN and P&A/CAP activities;
  - Support the development of training programs on assorted topics as needed.

- Broker expertise among the P&A/CAPs and work with outside experts to provide training and resources to P&A/CAP staff.
- Monitor emerging issues, trends, and practices related to fiscal management and identify promising practices to share with the network.
- Adhere to NDRN internal policies and practices and other grant and contract terms and conditions.
- Collect, review, interpret, evaluate, and report on data related to P&A T/TA contracts and grants.

**Required Qualifications:**

- At least five years of experience in federal and non-federal grants management, financial management systems, nonprofit accounting, budgeting, and financial planning.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP), audit standards, the federal Uniform Guidance, and Office of Management and Budget (OMB) Circulars and regulations.
- Demonstrated experience with resource management, developing and implementing best practices and strategies.
- Strong analytical, presentation, and problem-solving skills.
- Excellent administrative and organizational skills, and effective communication skills, including editing.
- Demonstrated interpersonal skills including, but not limited to, sensitivity to other people and the ability to work effectively in a team environment.
- Commitment to disability rights, other civil rights, and social justice.
- Demonstrated ability to manage multiple assignments and deadlines.
- Willingness to travel, and to work evenings and weekends as necessary.

### **Preferred Qualifications:**

- Bachelor's degree in business, accounting, finance, or related field of study.
- Prior work with a P&A or CAP organization or in the fiscal management of a federally funded advocacy program.
- Experience with the creation or development of trainings, and/or in providing technical assistance, on matters related to federal grants and financial management.
- Experience managing non-federal grants, such as through private foundations.
- Multi-lingual (which includes American Sign Language).

### **Location and Travel:**

**Location:** Washington, D.C. following a hybrid policy, however, NDRN will consider fully remote applicants for this position working outside of the Metro D.C. area.

If the candidate selected is from outside of the Metro D.C. area, the person will work remotely, compensated for travel to our office for onboarding purposes, company-wide strategic planning sessions, and annual conference. We provide technology to support your work.

The position requires some travel and occasional work on weekends.

### **Compensation and Benefits:**

NDRN offers a competitive salary, based on experience. Benefits include health plan; Flexible Spending Account; transit and parking benefits; 403(b) retirement plan; paid vacation and sick leave, and at least ten paid holidays.

The **salary range** for this position is \$58,000- \$70,000.

### **How To Apply:**

**Submit a cover letter, resume, and salary requirements attention:**

**LaToya Blizzard, Fiscal and Management Training and Technical Assistance Specialist.** See closing date below for more information on NDRN's dates for reviewing applications.

**E-mail to: [Latoya.Blizzard@ndrn.org](mailto:Latoya.Blizzard@ndrn.org) (Subject: Fiscal Training and Technical Assistance Specialist Position); or**

**Mail to: 820 First Street, NE, Suite 740, Washington, DC 20002.**

No phone calls please.

**Closing date:**

Candidates will be selected for consideration **on a rolling basis beginning on November 15, 2023, until the position is filled.**

**No application will be considered after December 15, 2023.**

Candidates selected for an interview will be required to submit a writing sample.

**Reasonable Accommodations:**

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at [hr@ndrn.org](mailto:hr@ndrn.org).

**NDRN is an equal opportunity/affirmative action employer,** and we prohibit discrimination and harassment of any kind. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

**People from diverse racial and ethnic backgrounds, and people with disabilities are strongly encouraged to apply.**