



National Disability Rights Network Job Announcement **Chief Operating Officer**

The [National Disability Rights Network](#) seeks a strategic, collaborative, and results-oriented Chief Operating Officer to help lead a national civil rights organization advancing the rights of people with disabilities. As NDRN's chief internal leader and strategic partner to the Chief Executive Officer (CEO), the COO will strengthen organizational effectiveness, align resources with strategic priorities, and enhance NDRN's capacity to advance disability rights nationwide.

Who We Are

The National Disability Rights Network (NDRN) is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) serving people with disabilities nationwide. Collectively, the P&A System is the nation's largest provider of legal advocacy for people with disabilities, advancing civil and human rights through systemic advocacy, litigation, and policy reform.

Through advocacy, training, technical assistance, legal support, public policy leadership, and network capacity building, NDRN works to advance the rights, inclusion, and self-determination of people with disabilities nationwide.

About the Role

Reporting directly to the CEO, the COO will translate organizational priorities into coordinated action, strengthen accountability for results, and align NDRN's policy, legal, programmatic, and network-support functions. The COO will oversee major grants and contracts, lead and develop four directors, advance organizational performance, and ensure NDRN's people, systems, and resources are aligned to achieve strategic objectives and mission impact.

The CEO serves as NDRN's primary external leader, focused on advocacy, fundraising, coalition building, government relations, public engagement, and governance. The COO complements that leadership by providing executive oversight of internal operations, strengthening organizational alignment, and ensuring strategic priorities are translated into measurable results.

The successful candidate will demonstrate a strong commitment to disability rights, accessibility, equal opportunity, and fostering an organizational culture where employees are respected, empowered, and able to succeed.

Core Competencies

- Strategic Leadership & Execution
- Organizational Effectiveness & Accountability
- People Leadership & Talent Development
- Collaboration & Cross-Functional Leadership
- Grants, Contracts & Resource Stewardship
- Policy & Advocacy Acumen
- Relationship Management & Influence
- Mission-Driven Leadership & Commitment to Disability Rights

Key Responsibilities

Strategic Leadership & Organizational Effectiveness

- Partner with the CEO to implement organizational priorities and strategic goals.
- Lead the execution of enterprise-wide initiatives and organizational work plans.
- Ensure alignment and collaboration across departments and functions.
- Establish systems that promote accountability, performance measurement, and continuous improvement.
- Monitor progress toward organizational goals and recommend operational improvements.

Leadership & Talent Development

- Directly supervise four directors and provide coaching, mentorship, and leadership development.
- Establish clear expectations and accountability measures for direct reports.
- Lead the recruitment, selection, performance management, and professional development of direct-report staff, in partnership with Human Resources as appropriate.
- Partner with the Human Resources Director to ensure timely performance evaluations, professional development planning, and succession planning throughout the organization.
- Foster a culture of inclusion, collaboration, accountability, and excellence.

Grants, Contracts & Organizational Accountability

- Provide executive oversight of federal grants, cooperative agreements, contracts, and foundation-funded initiatives.
- Ensure compliance with funding requirements and successful completion of deliverables.
- Monitor project implementation, outcomes, and reporting obligations.
- Support the development and implementation of strategic funding opportunities.

Policy, Program & Network Coordination

- Ensure effective coordination among NDRN's policy, legal, programmatic, technical assistance, and network-support activities.
- Promote cross-functional collaboration to maximize organizational impact.
- Support initiatives that strengthen the Protection and Advocacy (P&A) Network.
- Ensure organizational activities align with strategic priorities and funding requirements.

Executive & Board Support

- Support the CEO in preparing materials and reports for the Board of Directors.
- Participate in Board and committee meetings as requested.
- Provide updates regarding organizational performance, strategic initiatives, and operational priorities.

This is an exceptional opportunity to serve as the chief internal leader of the nation's leading legal advocacy membership organization for the P&A System and the Client Assistance Programs, helping drive organizational excellence, mission impact, and long-term sustainability.

Required Qualifications

- Bachelor's degree or equivalent combination of education and relevant leadership experience.
- Minimum of 10 years of progressively responsible leadership experience, including significant experience leading senior staff, managing complex organizational initiatives, and overseeing cross-functional operations.
- Demonstrated success leading senior leaders and high-performing teams in complex organizational environments.
- Proven ability to translate strategic priorities into measurable outcomes and drive execution across multiple functions or programs.

- Significant experience overseeing complex grants, contracts, cooperative agreements, or other externally funded initiatives, including accountability for performance, compliance, and results.
- Experience managing organizational change, improving operational effectiveness, and implementing systems that strengthen accountability and performance.
- Demonstrated success building collaborative relationships and influencing decision-making across diverse stakeholders, including executive leadership, boards, funders, coalition partners, and external organizations.
- Experience engaging with congressional offices, federal agencies, national coalitions, or other high-level stakeholder groups.
- Exceptional leadership, communication, relationship management, and problem-solving skills.
- Demonstrated commitment to disability rights and advancing the mission and values of NDRN.

Preferred Qualifications

- Advanced degree in public policy, public administration, business administration, law, nonprofit management, organizational leadership, or a related field.
- Fifteen or more years of executive or senior leadership experience.
- Leadership experience in disability rights, civil rights, health, human services, or social justice sectors.
- Experience working for a national nonprofit, membership association, advocacy organization, or federally funded entity.
- Familiarity with the Protection and Advocacy(P&A) Network, disability rights law and policy, or related civil rights systems.
- Experience working with Congress, federal appropriations, federal grant-making agencies, or national public policy initiatives.
- Experience supporting boards of directors and governance processes.
- Experience leading organizational growth, strategic transformation, or agency-wide change initiatives.

Compensation & Benefits

- **Salary range:** \$190,000 - \$200,000
- **Location:** This is a hybrid position based in Washington, DC. Candidates from outside the Washington, DC, Maryland, and Virginia (DMV) region are encouraged to apply. Exceptional candidates will be considered based on qualifications and experience.

- **Benefits:** A comprehensive benefits package including health, dental and vision insurance, paid time off and holidays, retirement plan options, and a flexible work environment.

How to Apply:

Interested candidates should submit a cover letter and resume to: **Crystal Smith-Hunt, Human Resources Director** via email at: COOposition@ndrn.org. Applications will be reviewed on a rolling basis, and the position will remain open until filled.

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.

NDRN is an equal opportunity/affirmative action employer and prohibits discrimination and harassment of any kind. We fully comply with all federal, District of Columbia, and applicable state employment laws, including Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, as amended. Individuals with disabilities are encouraged to apply.