



## **L'Arche Frederick, Maryland – Community Leader / Executive Director Role Description**

L'Arche Frederick's mission is to create a community of loving homes where people with and without disabilities live and work together as peers; create an inclusive community of faith and friendship; and transform society through relationships that cross social boundaries.

The Community Leader/Executive Director is responsible for ensuring L'Arche Frederick lives the values of L'Arche in line with the Mission Statement. They will see the needs of the people with intellectual/developmental disabilities are met and that their gifts are promoted within the community and in the wider local environment. They will establish and lead the new community operationally in order to meet the financial, legal and quality standards expected from the local/national authorities. The Community Leader will implement the objectives identified in the community mandate in close cooperation with the local Board of Directors and the Federation of L'Arche regionally, nationally, and internationally.

**Accountable to:** L'Arche Frederick Board of Directors and L'Arche USA Federation Representative.

### **Responsibilities:**

- 1) To build and develop a vibrant community life by:
  - a. Being open and accessible to all Community members;
  - b. Promoting trust, inclusion, and creativity within the Community;
  - c. Ensuring the organization of Community events and meaningful gatherings;
  - d. Identifying, recommending, and establishing founding location; and
  - e. Building links with the Maryland Developmental Disabilities Administration (DDA) and Federation of L'Arche regionally, nationally and internationally—fostering integration with the wider environment, families, and neighbors.
  
- 2) To guarantee the quality of care provided for people with intellectual/developmental disabilities (I/DD) by:
  - a. Establishing and executing process for identification of and welcome of core members (persons with I/DD who will receive formal services).
  - b. Leading the community operationally by establishing systems with accountability to monitor compliance with all applicable Maryland and Federal licensing, regulations, funding, billing, utilization, record keeping requirements.
  - c. Ensuring and developing the professional skills of the administrative and Community assistant teams;
  - e. Overseeing the development and implementation of a formalized and shared individual project/person-centered plan for each person served; and
  - f. Establishing and fostering efficient and cooperative relationships with specialists outside of L'Arche (e.g., doctors, psychologists).

- 3) To allow for an open and life-giving spiritual life in the community by:
  - a. Helping to articulate the spirituality of L'Arche and ensuring a vibrant communal spirituality and
  - b. Ensuring that the diverse spiritual needs of all members are acknowledged, supported, and respected.
  
- 4) To manage human resources by:
  - a. Serving as hiring and termination authority for all staff other than Community Leader;
  - b. Supervising, supporting, and evaluating team members for whom they are directly responsible, and ensuring a good system of supervision and appraisal is in place for all assistants and employees throughout the organization;
  - c. Developing and maintaining organizational structures as L'Arche Frederick grows, in alignment with the Mandate and operational needs;
  - d. Implementing an efficient recruitment and skills development process in the Community, paying special attention to leadership development;
  - e. Developing policies and procedures to ensure a safe work environment;
  - f. Supporting and empowering assistants and volunteers in ways that help them reinforce their motivation in their work and develop their vocation/personal mission in life and in L'Arche; and
  - g. Working in close collaboration with the regional and/or national level of the Federation on all these issues.
  
- 5) To promote the message of L'Arche in the surrounding environment by:
  - a. Promoting a culture of open and active communication between the Community and Greater Frederick area;
  - b. Developing quality relationships with the relevant local authorities, professional organizations and religious authorities;
  - c. Being a visible representative of the national/international Federation; and
  - d. Overseeing and ensuring the compliance of L'Arche Frederick with the L'Arche USA Membership Agreement
  
- 6) To develop the Community and manage its finances by:
  - a. Developing and implementing fiscal policies and procedures;
  - b. Developing and managing the budget of the community, ensuring it serves the priorities of its mandate;
  - c. Raising funds—identify, design, and implement the necessary fundraising plan at the local level with the help of the Board and in liaison with the national foundation or fundraiser (when applicable); and
  - d. Overseeing fiscal management that anticipates operating within the approved budget, ensuring maximum resource utilization for current and future needs of the community

Qualifications:

- Leadership experience in a growing nonprofit with at least 5 years working with persons with intellectual/developmental or other disabilities
- Bachelor's Degree in a related field; Master's Degree preferred
- Strong fundraising experience
- Experience with creation of operating budgets and managing expenses
- Proven success leading a collaborative strategic planning process and ensuring its effective implementation
- Ability and willingness to work collaboratively with others at all levels, including leaders and stakeholders
- Ability to inspire trust and build a team approach for working with others
- Desire to know and experience L'Arche community life
- Personal qualities of compassion, courage, integrity and humility; ability to acknowledge personal limits and a willingness to ask for help
- Excellent communication and listening skills
- Proficient in the use of financial software applications, databases, spreadsheets, professional communication and/or word processing required.
- Commitment to a healthy and balanced lifestyle (work, leisure, family) and to seeking out rest and support

Compensation commensurate with experience with a competitive benefits package. Inquire for details.

**To apply:** Submit your resume and a customized cover letter outlining your interest in joining this community as our founding Community Leader / Executive Director to:

Thomas Marquis  
L'Arche USA  
Federation Representative  
[tmarquis@larcheusa.org](mailto:tmarquis@larcheusa.org)

*L'Arche acknowledges and honors the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, identities and experiences*

*L'Arche is an Equal Employment Opportunity Employer and will accept applications, hire qualified applicants, administer all terms and conditions of employment, and make available all benefits and compensations of employment without regard to race, color, religion, gender, national origin, disability (as defined by law), or age except when such constitutes a bona fide occupational qualification necessary to proper and efficient administration. L'Arche complies with all applicable federal, state, and local laws with regard to equal employment opportunity.*