



ROLE DESCRIPTION

NATIONAL LEADER / EXECUTIVE DIRECTOR

This role description articulates the L'Arche International Policy / Procedure (DI-307-03 – Job Description for National Leaders (Confirmed countries) for the U.S. context.

JOB TITLE: National Leader / Executive Director

CLASSIFICATION: FT, Exempt

REPORTS TO: Board of Directors, National Assembly, International Leader

LOCATION: Portland, OR or Remote

L'Arche USA (www.larcheusa.org) is a national membership organization within L'Arche International, a federation of inter-religious and inter-denominational communities where people with and without intellectual disabilities share life. At the heart of L'Arche communities are relationships of mutual respect and friendship in which the value of each person is celebrated and difference is welcomed.

Reporting to the Board of Directors, the National Leader / Executive Director has overall strategic and operational responsibility for L'Arche USA's staff, programs, expansion, and the execution of its mission. The NATIONAL LEADER provides leadership on behalf of the 17 L'Arche communities in the U.S. They fulfill this role in close cooperation with a well-established leadership team they directly supervise and hold accountable, including the Directors of Finance & Administration, Member Development, Development & Communication, and Community Support.

L'Arche USA's work is rooted in its Charter and in the Constitution of International Federation of L'Arche Communities. L'Arche USA's priorities are set by a regularly updated, 5-year mandate that is shaped by the L'Arche communities in the US. The National Leader ensures the goals of the current mandate are achieved and that, as an umbrella organization, L'Arche USA serves as a connector among L'Arche communities in the U.S. and around the world. The US National Leader also carries the authority of the International Federation of L'Arche in the US and is accountable to the Federation of L'Arche through the International Leader. As a member of the International Leadership Team, the National Leader is committed to assisting the International Leaders in developing policies and documents of the Federation and collaborating with others in the Federation to ensure the development of the mission of L'Arche in the world.

Responsibilities:

The National Leader will ensure that L'Arche USA's fiscal, operations, fundraising, marketing, communications, member development, measurement and evaluation, human resource, technology and programmatic strategies are effectively implemented within L'Arche USA and across L'Arche in the U.S. Key responsibilities include the following:

Leadership

- Ground L'Arche USA's strategic direction and development in L'Arche's charter, mission, values and spirituality
- Nurture strong and transparent working relationships with the L'Arche USA Board, Extended Leadership Team, L'Arche USA staff and L'Arche International to ensure open communication and facilitate effective conflict resolution
- Lead and supervise L'Arche USA's staff, promoting a positive, multicultural work environment.
- Facilitate and strengthen collaboration between local, national and international levels of L'Arche and ensure effective decision-making processes
- Ensure that L'Arche's principles, values and spiritual practices are alive and continuously reviewed to meet today's context and needs

Operations / Programs

- Ensure the delivery of high-quality services in support of communities, while managing for current and future growth
- Oversee comprehensive marketing, branding and development strategies that will ensure consistency throughout L'Arche in the U.S. enhancing revenue and recruitment
- Develop long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff
- Ensure a comprehensive formation program that allows individual members to develop in their belonging with L'Arche

Measurement and Evaluation

- Increase efficiencies and consistency throughout L'Arche in the U.S. by overseeing the development and implementation of standardized programs, services, and practices while ensuring individual and local ownership, innovation and creativity

- Ensure effective systems to track scaling progress, and regularly evaluate program components, measuring successes that can be communicated effectively to the board, funders, and other constituents

Specific Goals

L'Arche USA has collectively established several goals over the past month that the National Leader will be expected to drive forward while ensuring that the budget, staff, and priorities are aligned. These goals are summarized below, and consistent with the current mandate:

- Our Story: In dialogue with the Federation, refresh the L'Arche brand by developing a vision statement that communicates the purpose of L'Arche in the US to both internal and external audiences supported by marketing tools that are tested for effectiveness.
- Recruitment: Improve messaging for targeted recruitment efforts, particularly to new audiences. Develop and implement a plan for how the recruitment and retention functions are staffed at three levels – locally, regionally and nationally. Assess the current realities of wages and benefits in each of the U.S communities to do a feasibility study on whether and how we could leverage economies of scale to invest in retention, particularly regarding employee benefits.
- Leadership – Policies: Redesign and streamline the journey of a leader in L'Arche from recruitment to departure, including onboarding and ongoing accountability and support, to clarify and simplify the exercise of authority, oversight and accountability
- Leadership – Learning and I/DD: Build and implement a new leadership framework and curriculum, training a diverse cohort of leaders, developing resources for local, national, and online use and piloting resources intended to be accessible to people with intellectual disabilities.

Experience:

- Extensive non-profit leadership experience in a national or multisite membership organization at the senior management or executive level
- Significant board development, fundraising, marketing/branding and fiscal management experience
- Previous experience in L'Arche or an I/DD service organization desirable
- Experience in international or multicultural settings desirable

Qualifications:

- Minimum of a BA, preferably in a related field
- Passion for building relationships across difference and promoting the gifts, stories and well-being of people with I/DD

- Grounded in their spirituality and faith, offering integrity, a positive attitude and energy
- Mission-driven, self-motivated with a discerning spirit, able to invigorate the gifts of others
- Strong commitment to the professional development of staff with a successful track record of recruiting and retaining a diverse team
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; an active listener able to achieve consensus amongst differing opinions; an outgoing spokesperson, advocate, relationship builder, and fundraiser

Apply:

Submit resume and cover letter to leadersearch@larcheusa.org.

The salary range for this role is \$115,000 to \$135,000. Additional information on benefits is available on request.

Inclusion:

L'Arche is an equal opportunity employer and does not discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, veteran status, or uniformed service member status. L'Arche does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.