



The Association of Community Services ([ACS](#)) of Howard County, Maryland is seeking an Executive Director as the current ED moves into retirement. As the heart of the nonprofit community and the sole association focused entirely on the nonprofits themselves, we seek a leader ready to guide us through this pivotal opportunity to further the vision of a strong, well-resourced and highly connected local nonprofit community.

ACS, a 501c3 member-based organization, will celebrate its 60th anniversary in 2023. Currently consisting of over 150 members that represent nonprofit organizations, community advocates and community partners, the mission of ACS is to improve the quality of life in Howard County by supporting local nonprofits through advocacy, collaboration and education. ACS is poised and ready to embrace transformation as we head into the future.

The successful candidate will have a passion for nonprofits and their teams, professional management experience and a track record of success in the areas of development, membership recruitment and retention, financial management, fundraising, board relations, strategy and advocacy.

More specifically, the next Executive Director will:

- Collaborate with others to build the nonprofit community, including human services, non-human services, the arts, education, and other membership organizations
- Work effectively with a broad range of stakeholders, including but not limited to: staff, board members, ACS members, community leaders, and elected officials
- Prioritize and work towards advancing the racial equity work of ACS under the guidance of the [Community of Practice for Racial Equity's Common Narrative](#)
- Align with, uphold, and grow the mission and culture of the organization based on the organizational priorities

- Hold a growth mindset and be inspired by innovation and creativity to address organizational needs specific to ACS

Reporting to the Board of Directors through the President, the Executive Director will have overall strategic and operational responsibility for ACS staff, programs, expansion and execution of its mission, and the [Nonprofit Collaborative](#).

QUALIFICATIONS

Five years' experience in the association/nonprofit or related sector as mid to senior level manager (Training or a BA/BS in Business Administration, Social Sciences, or a related field will be considered in combination with experience)

Thorough understanding of the regulatory requirements, organizational structures and inner workings of nonprofit businesses with knowledge of Howard County nonprofit organizations preferred

High collaboration skills, with the ability to work with multiple stakeholders with differing agendas to create a community where all can be served

Persuasive and passionate communication skills, including strong oral, written and presentation skills, with demonstrated ability to relate well with persons holding diverse positions on issues critical to the community

Experience with financial oversight and management, including experience with all aspects of development and fundraising

Excellent organization skills and flexibility, with the ability to successfully multitask, prioritize projects, and meet deadlines

Experience in recruiting, training and supervising staff and volunteers

Ability to coach staff and develop a high-performing, cohesive team

POSITION DESCRIPTION

The Executive Director reports to the Board of Directors through the President. All other staff and contractors report to the Executive Director. This position is full-time with some opportunity for remote work. The effective execution of this position will require work after normal business hours on a routine basis.

Responsibilities

Collaborates with others to create cooperative opportunities for members and member organizations to advance and expand upon the contributions made by the nonprofit community toward a healthy Howard County

Leads the charge to educate the Howard County community as to the value provided by nonprofit organizations utilizing relationship building and visionary creativity, affording every nonprofit organization the opportunity to rise with the tide of recognition

Ensures representation of ACS on boards, committees and task forces of other organizations and provides leadership to inter-organizational activities which highlight the nonprofit sector (will include work outside of normal business hours)

Embodies and models the cultural norms toward racial equity in the organization and the community at large

Oversees the management of the NonProfit Collaborative (NPC), ensuring that the collaboration among the nonprofits is meaningful and worth their time, and represents ACS on the NPC Leadership Council

Assures that all projects are implemented in keeping with the strategic plan, budget and annual priorities, including education, training, advocacy, member services and community connections

Assures effective financial management of the Association, including contributions and development; responsible for applications for grant funds

Oversees the production of major ACS events, conversations with elected and government officials, professional development workshops, annual awards luncheon and others

Oversees all organizational communications

Oversees the work of all association staff and any other staff/consultants and volunteers assisting with ACS work

TO APPLY

ACS is an equal opportunity employer committed to hiring staff who reflect and represent the diversity of the Howard County community.

Compensation will be commensurate with the selected candidate's background and experience, with a starting salary of \$80,000.00.

ACS is located at 9770 Patuxent Woods Dr, Columbia, MD.

All resumes, cover letters, and evidence of minimum qualifications (as outlined in the job description), should be submitted to: ACSExecDirHoCo@gmail.com by **July 15, 2022**. All inquiries will be kept confidential.

The Executive Director will begin on or about September 1, 2022.