



*"Whoever receives  
one child such as  
this in my name  
receives me"*

(Matthew 18:5)

**CATHOLIC  
COALITION  
FOR SPECIAL  
EDUCATION, INC.**

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## Position Profile

**Associate Director – Full Time**  
**Catholic Coalition for Special Education (CCSE)**  
Kensington, MD



CCSE is an organization inspired by its faith that seeks an inspirational Associate Director, with a passion for our mission and a proven track record of leading a lean, yet growing organization, who will provide strategic direction, focus and long-term vision for this advocacy organization. CCSE supports Catholic schools in the creation and expansion of special education services for students with intellectual and/or developmental disabilities.

Founded 15 years ago, CCSE has provided over \$1 million in seed grants to 30 schools in 8 Maryland counties, has provided countless hours of pro-bono technical assistance in the form of professional development opportunities to administrators and educators, coaching, workshops and one-on-one consultation in person, by phone and email to ensure our schools are equipped and staffed to carry out inclusive best practices. CCSE has touched the lives of nearly 9000 students, families, administrators and educators and also helps families on their journey to raising a child with a disability through moral, spiritual and practical support.

CCSE believes that all people are created in God's image. Our core values include:

- Respect and dignity of every individual
- Self – determination of every individual
- That every family desiring a Catholic education for their child with special needs will find a Catholic school to call home and a place at the table
- When children with disabilities learn side-by-side with their peers without disabilities everyone benefits academically, spiritually and socially

Our vision is that CCSE's impact will lead to inclusive special education services becoming an expected and accepted part of Catholic education.

This is a unique moment for CCSE because this position represents an important step in growth and transformation. CCSE is governed by a 10 member Board of Directors. Day to day operations are currently led by the President and Founder and a part-time Development and Program assistant. Ideally, many of the day-to-day operations will transfer to oversight by the Associate Director. CCSE is also supported by a team of dedicated consultants. CCSE's Professional Advisory Board serves as a strategic partner for the Board, advising on special education (K-12, transition and post-secondary) and disabilities issues, programs for professionals and reviewing teacher grant applications.

CCSE relies on the generosity of its donors, grants, sponsorships, an annual spring benefit and a golf tournament to fund its charitable activities.

## The Position

CCSE seeks a dynamic and entrepreneurially minded Associate Director to navigate an evolving landscape while continuing to expand the organization's visibility, fundraising and statewide impact. The Associate Director will provide leadership both inside and outside the organization, continually increasing CCSE's mission impact.

The Associate Director will:

- Thoroughly understand CCSE, its history, values, mission, programs, finances fundraising, structure and challenges.
- Establish relationships and build trust with CCSE's Board, staff, individuals and families, partner organizations, funders, stakeholders, donors, volunteers, and Church officials.
- Establish a regular communication plan with Board, staff, and stakeholders.

The President and Founder will remain with CCSE during and after the hiring of the Associate Director; and will support the transition of job duties and relationships to the Associate Director. She will also maintain and share some of these partnerships and relationships moving forward. Her intention is to step back, and to eventually retire at a time when the organization can effectively operate without its founder.

## Key Responsibilities

**Strategic Leadership** Reporting to the President and Founder, with a dotted line to the Board of Directors, the Associate Director will provide inspirational leadership and vision to the organization and manage its day-to-day affairs. Primary responsibilities include: working with Board, staff members, and a small cadre of consultants to ensure that CCSE's mission is fulfilled through fundraising, strategic planning, and community outreach/involvement and programs.

**Fundraising** Manage and grow existing funder relationships and implement expanded fundraising strategies that generate new revenue from diverse sources to ensure organizational sustainability.

**Operations and Financial Management** Oversee the successful execution of the CCSE's day-to-day operations including effective strategic financial and fiscal decision making and management, administrative oversight, and staff supervision.

**Communications** Serving as CCSE's spokesperson to the organization's constituents, partners, media, and the general public.

**Relationship Management** Develop and maintain relationships, partnerships, and/or coalitions with various organizations through the county, state and nationally.

**Community Engagement** Develop and maintain strong relationships with CCSE partner schools, community members, and families which CCSE serves, consistently modeling deep care, investment and warmth.

**Program Leadership** Oversee the management, expansion and continued improvement of all programs consistent with the organization's mission.

## Qualifications

The ideal candidate will have demonstrated passion for CCSE's mission including a deep passion for social justice and commitment to CCSE's core values, and will be comfortable engaging with people with intellectual and developmental disabilities (IDD). This position requires a deeply principled person of integrity and strong ethical values who listens, is thoughtful, accessible and engaging, with the ability to make people feel comfortable.

**Passion, Leadership and Faith Based:**

- Previous experience in a senior leadership role with a demonstrated ability to manage the strategic, fundraising, financial, operational and team leadership needs of a community-based nonprofit including effective management of staff and experience working with, on, or for a Board of Directors preferably in a faith based nonprofit organization;
- Experience in or willingness to learn and lead in the faith-based values and beliefs of the Roman Catholic Church, which includes supporting the theology and social issues expressed by this Church;
- Experience working in nonprofit management, education administration, child development, disabilities, social services helpful;
- Experience with systems-change and the effects of change.

**Fundraising:**

- Strong networker and relationship builder with the flexibility and willingness to attend to donor activities and events;
- Minimum of three years making measurable contributions to a development operation encompassing the disciplines of marketing and communications, volunteer engagement, individual major gifts, corporate and foundation relations and special events, preferably in a Catholic environment;
- Minimum of three years of fundraising experience, emphasizing portfolio and gift closure;
- Knowledge of the major gift cultivation process and internal operations, event-driven constituent engagement and fundraising;
- Knowledge of grant research, application, management and reporting process a plus.

**Communication:**

- Knowledge of and experience in nonprofit communications, especially with donor-centric focus;
- Strong communicator with exceptional interpersonal, oral and written communications skills;
- Demonstrated ability to communicate with and advocate for persons with disabilities.

**Office Environment:**

- Familiarity with industry standard computer and software systems;
- Proficiency with Microsoft Office and familiarity/comfort with database management systems (i.e. Blackbaud's eTapestry, Greater Giving's Auction Pay, Intuit Quickbooks).

**Education:**

- BA/BS Required
- Baseline certification in fundraising helpful e.g. CFRE (Certified Fund Raising Executive)

Work location is in CCSE office with some possibility of working remotely or from home. Small amount of travel; some evening and weekend work required.

**Application Process**

To apply, email resume, cover letter and salary requirements to [employment@ccse-maryland.org](mailto:employment@ccse-maryland.org). For other inquiries, please contact Catrese Brown at [Catrese.brown@ccse-maryland.org](mailto:Catrese.brown@ccse-maryland.org).

Catholic Coalition for Special Education is an equal opportunity employer.