

L'Arche Southern Vermont

Position Title:	Executive Director/ Founding Community Leader
Status:	Full-Time
Reports To:	Board of Directors
Location:	Brattleboro, Vermont

About L'Arche Southern Vermont

L'Arche Southern Vermont (L'Arche SoVT) is a newly established nonprofit organization committed to creating a foundational community in which people both with and without intellectual disabilities are called into caring for one another and celebrating life together. We are a member of L'Arche USA, and a part of the International Federation of L'Arche. Worldwide, there are over 180 L'Arche communities in 37 countries. Within every L'Arche community, the growth of each person's gifts is fostered. We work for a world where every person feels supported and connected. We are seeking a dynamic Executive Director to help shepherd the process of who will live and work in our first community-based home and guide and grow our mission to long-term sustainability.

Role Summary

The Executive Director, as the founding Community Leader (ED/CL), will guide our organization to realize the mission and goals of developing and managing an exceptional home and community-based model that is responsive to individual and community needs. Responsibilities include working closely with the L'Arche SoVT Board in mapping out strategic plans, creating programs and support services that are of high quality and that align with support standards as defined by local and national authorities. The ED/CL will administer all daily operations and ensure that finances and assets are well managed and that operations are efficient and effective. The ED/CL will seek out and partner with funders, and grow effective community collaborations. The ED/CL will be accountable to the L'Arche Southern Vermont Board of Directors and work collaboratively with the Federation of L'Arche regionally, nationally, and internationally. The ED/CL is responsible for representing L'Arche SoVT with L'Arche USA, ensuring compliance to membership obligations as a L'Arche community. The ED/CL honors the fundamental value and dignity of all individuals, both with and without intellectual and developmental disabilities (IDD), and ensures that a safe environment is maintained that respects diverse traditions, identities, and experiences.

Responsibilities

Mission and Strategic Leadership

- * Build and nurture an organization dedicated to ensuring the highest quality, person-centered, home and community-based support, services, and programming for people with IDD.
- * Partner with the Board to develop L'Arche SoVT's strategic direction, priorities and plan.
- * Operationalize the strategic plan through clear goals, objectives and work plans; monitor and report progress to the Board to ensure that goals and priorities are fulfilled.
- * Monitor current best practices and trends in IDD services, housing, and disability rights, and incorporate into organizational strategy.
- * Support L'Arche SoVT in living the Charter and ensure compliance with L'Arche USA guidelines.
- * Be a liaison of L'Arche SoVT to L'Arche USA and L'Arche International, including some travel to in-person events (at least two national meetings each year).
- * Monitor and assure compliance with all local, State and Federal Regulations.
- * Anticipate community needs and identify opportunities for enhancing L'Arche SoVT's impact and presence.

Leadership, Culture and Organizational Development

- * Embody L'Arche's compassionate and nonjudgemental approach to fostering a sense of belonging and community among people both with and without intellectual disabilities.
- * Partner with the Board to create and follow a process that will determine who will be the residents in L'Arche SoVT's first community-based home.
- * Create an exceptional workplace and home and a culture of collaboration in order to attract, engage, and bring out the best in all community members, to recruit and retain staff members, assistants and volunteers.
- * Build an inclusive culture that centers the voices and rights of people with IDD.
- * Include and honor the input and reflections from community members with IDD in all individual and community decision-making processes.
- * Recruit, hire and train staff and ensure that they are set up for success through clear roles, 1:1 supervision, coaching, ongoing training and support that enable superior performance.

- * Ensure legally compliant human resource practices, including clear guidelines, policies and procedures. Clearly communicate compensation benefits, performance evaluations, corrective actions, and address employee concerns and dismissal practices.
- * Conduct 1:1 meetings at least monthly, give continuous feedback and conduct formal employee reviews at least annually.
- * Ensure that day-to-day operations are efficient, well-organized, and meet the needs of all within the L'Arche home community. Build and improve systems and processes as needed.
- * Cultivate staff growth and promote opportunities for leadership development.
- * Communicate L'Arche's vision, goals and priorities to all staff and volunteers.
- * Welcome family, friends, and guardians, and respectfully invite their feedback and participation to drive continuous improvement and community engagement.

Operations, Quality, and Risk Management

- * Oversee safe, accessible, and well-maintained housing and program sites, including emergency preparedness and risk management.
- * Ensure effective data, documentation, and record-keeping systems to meet funder, regulatory, and licensure requirements.

Finance and Asset Management

- * Work with the Board to develop, manage, and monitor the annual budget, ensuring sound fiscal controls, fiscal integrity, timely reporting, and long-term sustainability.
- * Maximize resources, and maintain and grow diversified revenue streams, including any agency contracts, Medicaid waiver funding, foundation and corporate grants, and individual giving.
- * Ensure that financial reports and analysis accurately depict L'Arche SoVT's financial conditions.
- * Ensure that all real estate and other assets are properly maintained and that capital needs are identified and prioritized.

Development

- * Ensure that L'Arche SoVT has diverse and ample funding sources to meet its budget and grow.

- * Partner with the Board to create and implement ambitious annual and multi-year development plans that meet evolving needs; report plan progress regularly to the board.
- * Participate directly in identifying prospective donors, major donor asks and stewardship.
- * Build relationships with funders and continually source new funding opportunities.

Community Engagement and Advocacy

- * Promote L'Arche SoVT and its mission and services to the community.
- * Partner with the Board to develop and implement an annual communication plan that meets the needs of L'Arche SoVT.
- * Oversee and participate in public relations and publicity.
- * Serve as the primary spokesperson for L'Arche SoVT as a community serving people both with and without intellectual disabilities.
- * Advocate for policies and community practices that expand community-based housing options and inclusion for people with IDD.
- * Build and maintain effective partnerships and collaborations with local, state and regional partners, including disability service providers, housing agencies, healthcare and behavioral providers, and advocacy groups.
- * Develop and maintain effective relationships with state legislators.
- * Develop effective and ongoing relationships with local media outlets.

Board Relations and Governance

- * Partner with the Board to set strategy and translate strategy into programming.
- * Serve as primary liaison to the Board, attend regular board meetings as requested in an ex-officio capacity, provide information and support needed for effective governance and decision-making.
- * Support the board chair in preparing meeting agendas and supporting materials.
- * Keep board fully informed of the state of the business, programs, opportunities, challenges, risks, and changes to staff, funding or finances so the board can carry out its oversight role.
- * Foster ongoing growth, development and efficacy of the board. Support board development (recruitment, orientation, committees) with particular attention to disability and community representation.
- * Inform the board of all pertinent regulatory and legislative developments affecting housing, programs, and services for people with IDD in Vermont.

Competencies

- * Strong alignment with the mission and values of L'Arche and passionate commitment to L'Arche SoVT's longterm success.
- * Compassionate understanding of issues relating to the potential marginalization of people with intellectual and developmental disabilities.
- * Builds and maintains strong relationships with donors, colleagues, volunteers, board, partners, including people within the larger L'Arche USA community.
- * Exudes integrity, sets high performance and ethical standards.
- * Outstanding strategic leadership, project planning and performance management skills.
- * Business and operational acumen; builds effective systems and processes.
- * Solution-oriented; is optimistic, addresses challenges with creativity, confidence and resilience.
- * Collaborates well with others, builds effective trust-based partnerships and teams, inspires the best in others.
- * Is proactive, takes initiative; prioritizes and skillfully manages competing demands, and models flexibility
- * Is highly organized, detail-oriented; models exemplary time management skills.
- * Self-regulates, handles challenging situations calmly and with grace.
- * Sets people up for success through effective hiring, clear expectations and priority setting.
- * Provides respectful, skillful and timely feedback and coaching.
- * Facilitates effective 1:1 and participatory team meetings.
- * Acknowledges people's strengths and contributions; fosters others' learning and growth.
- * Embraces inclusion, is aware of own biases, works well across differences.
- * Models professionalism and tact; maintains discretion and confidences.
- * Is curious, self-aware and self-reflective; understands own strengths and weaknesses.
- * Seeks development opportunities to enhance skills and learning.
- * Models emotional intelligence, and reads situations effectively.
- * Involves people in decisions that affect their work, explains context for decisions
- * Is approachable and responsive; listens empathetically to understand.
- * Has solid skills in fundraising, financial management, budget planning, oversight and reporting.
- * Exceptional written, interpersonal, networking, and public speaking skills.
- * Proficient in computing (Google Suite, Microsoft Office, PowerPoint, Excel).

Qualifications

- * Bachelor's degree, preferably in a related field, or the ability to translate work or life experiences to the mission of L'Arche SoVT.
- * Demonstrated leadership experience, ideally in nonprofit or mission-driven organizations.
- * Experience managing staff.
- * Strong financial management and fundraising experience, including creating operating budgets and expense management.
- * Knowledge of person-centered planning, rights of people with intellectual and developmental disabilities, and commitment to community-based inclusion.
- * Desire to know and fully experience L'Arche community life
- * Ability and willingness to work collaboratively with others across diverse identities and at all levels, including peers, stakeholders, donors, volunteers and participants; relationship-building skills
- * Strong written, verbal, and listening communication skills.
- * Demonstrated proficiency in using technology.
- * Success leading a collaborative strategic planning process and ensuring its effective implementation.
- * Ability to travel locally, regionally, and internationally as needed.

Personal Qualities

- * Personal qualities of compassion, courage, integrity, and humility.
- * Ability to acknowledge personal limits and a willingness to ask for help.
- * Ability to be at ease with ambiguity and challenge.
- * Openness and respect for people of all backgrounds, ethnicities, and spiritual beliefs
- * Sense of creativity and innovation for disabilities services and building community.

Compensation and Benefits

- * Salary: \$75,000 annually
- * Benefits: Health Insurance (individual)
Paid Time Off

How to Apply

- * Please submit the following to [**larchesovt@gmail.com**](mailto:larchesovt@gmail.com) with the subject line: “Executive Director”
 1. Resume
 2. Cover letter describing your interest in this role and relevant experience
 3. Optional: 2-3 professional references (will not be contacted without your permission)

- * Applications will be reviewed on a rolling basis until the position is filled. Priority consideration will be given to applications received by April 30, 2026