

Council for Learning Disabilities
Executive Director Position Announcement

About the Council for Learning Disabilities

The Council for Learning Disabilities (CLD) is an international organization composed of professionals representing diverse disciplines. CLD is committed to enhancing the education and quality of life for individuals with learning disabilities across their lifespan. We do this by promoting and disseminating evidence-based research and practices related to the education of individuals with disabilities through scholarly outlets and our annual conference. In addition, we foster: (a) collaboration among professionals, (b) development of leaders in the fields; and (c) policies that support individuals with learning disabilities at local, state, and national levels. We believe all individuals with learning disabilities should be empowered to achieve their full potential.

To support us in achieving our mission and vision, we are seeking applicants for the role of **Executive Director** of the Council for Learning Disabilities.

The Role of the Executive Director of the Council for Learning Disabilities

The Executive Director (ED) of CLD maintains the organization's national office and responds to the organization's needs, the Board of Trustees, affiliated chapters, and general membership. The ED is critical in supporting CLD's annual conference (e.g., registration, dissemination of conference information, logistics related to the conference) and in supporting the organization in fiscal planning and accounting. The ED serves as an ex-officio member of the Executive Committee and Board of Trustees of CLD.

Specifically, the ED:

1. Maintains remote central office functioning for the receipt and dissemination of CLD communications (e.g., answering member and potential member inquiries, maintaining permanent records, monitoring membership qualifications); 30% of position.
2. Plans and maintains financial activities of the organization, including the development of annual operating and conference budgets, maintenance of financial records, facilitating payments and reimbursements, audits, etc.; 30% of position.
3. Engages in shared leadership of the organization through service as an ex-officio, non-voting member of all committees, the Executive Committee, and the Board of Trustees (i.e., responding to needs of officers, attendance at meetings, supporting elections); 15% of position.
4. Supports the planning, publicizing, and logistics for the implementation of the annual conference, conference preregistration, and onsite registration; 25% of position.

This is a part-time, salaried position (approximately 10 hours per week), with some times throughout the year that require more hours (e.g., annual conference). CLD will provide reimbursement for reasonable, documented expenses incurred by the ED to support their fulfillment of required duties.

Required Qualifications

The CLD ED is a remote position that can be completed from anywhere with an Internet connection. The selected candidate will be responsible for technology and workspace to complete all required tasks.

There is a requirement to travel once per year to the annual conference (approximately five days, typically in mid-October). CLD will pay for lodging at this conference and provide travel support for airfare expenses.

Additionally, candidates for this position will possess the following qualifications:

- Strong written and oral communication skills
- Budget and accounting experience
- Excellent organizational skills
- Effective cross-cultural, interpersonal skills
- Flexible work style
- Knowledge of and familiarity with common office software and other technology
- Ability to work independently

Preferred Qualifications

While not required, we are also seeking candidates who have:

- Some experience with conference or event planning or implementation
- Background in nonprofit or educational organization management

Application Materials and Review Timeline

To be considered for this position, please address the following to Joseph Morgan, Past President of CLD and Chair of the ED Search Committee:

1. A one-page letter of interest, highlighting qualifications and experience relative to the ED position.
2. A copy of your current resume.
3. Three names, with contact information, of references.

All materials can be submitted to cldinfo@cldinternational.org. The review of materials will begin on Friday, September 9, 2022. We will continue accepting applications until the position is filled. The ED

search committee will contact qualified applicants to schedule a virtual interview. It is anticipated that this position will begin on November 1, 2022.