



Technical Assistance Manager

Job Description

The National Association of Councils on Developmental Disabilities (NACDD) is a national non-profit organization that serves as the membership organization for the 56 Councils on Developmental Disabilities (DD Councils) across the United States and its territories. The DD Councils receive federal funding to support programs that promote self-determination, integration, and inclusion for all people in the United States with developmental disabilities.

Work Relationship/Accountability:

The Technical Assistance Manager will report directly to the CEO and the Director, Technical Assistance

Time Commitment:

This is a full-time salaried job with a commitment of 40 hours per week. Some hours may be in service to NACDD's core work as determined by the CEO in consultation with the ITACC team. Additional hours may at times be required. This position is remote though residing in, or occasional travel to, the Washington, DC area is highly welcomed.

Responsibilities/Duties:

- Provide generalized, targeted, and individualized training and technical assistance services to State and Territorial Councils on Developmental Disabilities (DD Councils) using culturally competent technical assistance strategies and methods.
- Conduct follow-up on technical assistance provided and evaluate effectiveness of technical assistance and training.
- Assist in developing, acquiring, cataloguing, and distributing resource information to the DD Councils.
- Develop and disseminate monthly e-news products to the Council network.
- Develop and facilitate assigned webinar and knowledge exchange meetings for DD Councils on topics of interest and importance.
- Assist in maintaining the TA website and assist in content development as needed.
- Develop topical information reports as assigned on identified subjects of interest to the Office of Intellectual and Developmental Disabilities and DD Councils.
- Plan and implement the Technical Assistance Institute, including making programmatic and logistical arrangements, assist with the organization and preparation of culturally competence and accessible Institute materials.
- Plan and facilitate the work of committees to support T/TA work.
- Oversee the diversity, inclusion, cultural and linguistic competence and equity plan for providing T/TA services.



- Complete monthly reports to include outputs, outcomes, and assessment of progress on assigned tasks using evidence-based, innovative, and tailored strategies and resources.

Skills and Expertise

- Familiarity with and belief in the mission of State Councils on Developmental Disabilities.
- Familiarity with evidence-based strategic planning, measuring, and evaluating program activities.
- Familiarity with the principles of diversity, inclusion, equity, and cultural and linguistic competency (DICLC).
- Knowledge about the DD Council program, operations, and structures.
- Established relationships with and access to individuals nationwide who have expertise to provide training and TA to the State Councils.
- Expertise and knowledge of various training and technical assistance methodologies.
- Proficient computer skills using MS Word, Excel, Outlook, and Internet.
- Strong and effective communication skills both written and verbal, with ability to problem solve in a professional manner.
- Knowledge of Federal laws impacting people with intellectual and developmental disabilities with emphasis on the Developmental Disabilities Assistance and Bill of Rights Act.
- Logistical and programmatic event planning experience (both in-person and online) and ability to facilitate large and small group discussions.
- Familiarity with the self-advocacy movement and efforts to develop people with ID/DD as leaders.
- Perform multiple tasks under tight deadlines without sacrificing quality or accuracy.
- Strong attention to detail and follow-through.

Additional Qualifications:

Ideal candidates must have a bachelor's degree and previous work experience in provision of technical assistance. Candidates must be sensitive to confidential matters

The National Association of Councils on Developmental Disabilities (NACDD) provides equal employment opportunities to all persons without regard to social and economic background, political affiliation or belief, race, color, gender identity, ethnicity, religion, mental or physical disability, national

origin, current and/or former service member status, sexual orientation, health status, age, physical characteristics, or marital status, and promotes the full implementation of this policy through a positive, continuing program of outreach.

To apply please send resume, cover letter, 2-3 references, and salary expectations to rtroutman@nacdd.org by February 21st.

