

# Job Prospectus

## Vice President Contract Operations



## About Didlake

For over 60 years, Didlake has been creating opportunities that enrich the lives of people with disabilities. Headquartered in Manassas, Virginia, Didlake is one of the nation's largest nonprofit service providers and federal contractors under the AbilityOne Program.



Today, Didlake employs more than **1,500 people across 40+ federal, state, and local contracts, with over 1,000 employees identifying as people with disabilities.** Our impact spans the Baltimore-Washington and Hampton Roads regions, providing essential services to some of the most recognized facilities in the country.



Additionally, we are an internationally accredited nonprofit agency that provides employment and day support services for individuals with disabilities. Our programs and services support employees, students, and community members.

We believe in empowering individuals to realize their full potential so they may lead more satisfying and meaningful lives. Our mission opens the door to innovative thinking and creative approaches to challenges. Opportunity creates choice and choice empowers people. At Didlake, we create opportunities to empower people every day.

## Service Lines

- Custodial Operations
- Groundskeeping
- Warehousing & Logistics



- Facilities Management
- Mobile Work Crews
- Document Imaging
- Mail Center Operations
- Rehabilitation Services
- Emerging lines in IT, technology-enabled services, staffing, and more



## Who We Employ

Didlake is proud to be a major employer of people with disabilities, with over 75% of our workforce identifying as having a disability.

We Offer:

- Competitive wages
- Training and career development
- Advancement opportunities
- Purpose and independence through meaningful employment

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disability."***

## Leadership Team

Didlake's leadership team combines expertise in nonprofit management, government contracting, and workforce development. Together, they drive strategic growth while safeguarding Didlake's mission and culture.

Key Leaders:

- **Chief Executive Officer:** Paul Gravley is a strategic visionary and civic leader with 25+ years in nonprofit leadership.
- **Chief Operations Officer:** Kenan Aden is an operations expert with deep experience in government contracting and nonprofit management.

- **Vice Presidents:** Contract Operations, Rehabilitation Services, Finance, HR, IT & Processes, Strategic Growth & Engagement, Legal, and Government Relations

This collaborative leadership team is committed to innovation, transparency, and accountability — ensuring Didlake remains a leader in both mission impact and operational excellence. ***With a new strategic plan launching in 2026, we need the Vice President of Contract Operations to help bring this vision to life.***

## Board of Directors

Didlake is governed by a dedicated Board drawn from business, nonprofit, and community leadership. The Board ensures strong governance and champions Didlake’s mission.

## Location

The Vice President of Contract Operations must work out of the Manassas, VA (preferred) or Virginia Beach, VA, with regular travel to contract sites across the region. Additional travel will be required as Didlake grows into new markets beyond the Mid-Atlantic region.



Manassas



Virginia Beach

Situated at the crossroads of Northern Virginia, the Manassas area draws people from across the region—from Culpeper in the west to the heart of the D.C. Metro in the east. This central location offers leaders the unique advantage of a headquarters that is both deeply connected to the capital region and accessible to the scenic foothills of the Blue Ridge Mountains.

## The Opportunity

With the retirement of our long-serving Vice President of Contract Operations, Didlake is seeking a visionary leader to guide the next era of growth, service excellence, and mission impact.

“Lead one of the largest portfolios in the AbilityOne network.”

This executive role offers the chance to:

- Oversee a diverse portfolio of contracts and service lines, including custodial, warehousing, facilities management, mobile crews, document imaging, and more.
- Lead a team of senior managers and hundreds of employees across multiple sites.
- Drive operational performance, innovation, and customer satisfaction.
- Ensure compliance with federal, state, and industry standards.
- Partner with the CEO, COO, and leadership team to align operations with Didlake’s strategic vision.
- Collaborate with Strategic Growth and Engagement in their pursuit of new business lines and subcontracting opportunities, including IT and other emerging service areas.
- Collaborate with Rehabilitation Services leaders to ensure operations support employee growth and success.
- Advance Didlake’s mission by creating meaningful employment opportunities for people with disabilities.

## Candidate Profile

The ideal candidate will:

- Have 4+ years of senior leadership experience in contract operations, facilities management, logistics, or related industries.
- Demonstrate success in overseeing large, multi-site portfolios.
- Bring federal contracting experience; AbilityOne knowledge strongly preferred.
- Be a strategic thinker with strong execution skills.
- Possess excellent communication, compliance, and customer service skills.
- Be mission-driven and passionate about advancing opportunities for people with disabilities.

## Why Join Didlake?

- **Mission Impact** – Lead operations that employ over 1,000 people with disabilities.
- **Scale & Visibility** – Oversee a portfolio that includes 40+ contracts, many in high-profile federal facilities.
- **Growth Opportunity** – Help expand core services and new business lines.
- **Leadership Role** – Collaborate with a strong executive team and engaged board.
- **Reputation** – Nationally recognized for mission and performance excellence.



## Compensation & Benefits

Didlake is committed to attracting and retaining exceptional leaders. The Vice President of Contract Operations will receive a competitive compensation package, with salary set commensurate with the scope of the role and informed by a robust market-based salary survey.

This executive contract position includes a suite of benefits designed to support both professional success and personal well-being, including:

- Comprehensive healthcare coverage
- Generous vacation and sick leave
- Retirement plan
- Additional benefits that reflect Didlake's commitment to work-life balance and leadership excellence

We view this package as part of a total rewards approach—an investment in the leaders who will drive Didlake's mission forward and shape our continued growth.

## How to Apply

Apply on-line at <https://tinyurl.com/VP-Contract-OPS> . While a Cover Letter is not required, it will certainly be helpful to know who you are and why this role at Didlake would fit! Applications will be reviewed on a rolling basis.