

Position Description

Executive Director

Overview

Client: The Down Syndrome Association of Greater Charlotte
Location: PO Box 34787. Charlotte, NC 28234
Founded: 1986
Employees: 2
Reports to: Board of Directors

The Down Syndrome Association of Greater Charlotte – Organizational Description

History

Down syndrome is the most frequent genetic cause of mild to moderate mental retardation and associated medical problems. It occurs in one out of eight hundred live births, affecting all races and economic groups. Down syndrome is a chromosomal disorder caused by an error in cell division that results in the presence of an additional third chromosome 21.

Since 1986, the Down Syndrome Association of Greater Charlotte (DSAGC) has worked regionally to enhance the quality of life for individuals with Down syndrome by providing information and support to families. The DSAGC was originally formed by parents who understood the importance of supporting families who experience the birth of a child with Down syndrome. Having initially been run by volunteers, the DSAGC hired its first professional staff members in 2010. The organization is currently undergoing a rebranding effort, with an organizational name change to Down Syndrome Association of Greater Charlotte.

Milestones

Since hiring the organization's first paid staff in 2010 – a P/T Program Director and P/T Development Director, the DSAGC has experienced significant growth in fundraising and programming activity. Contributed income from the Buddy Walk, the organization's signature fundraising event, has increased by more than 60% (from \$90,000 to more than \$150,000) and new grant funding has been secured for programming efforts like Camp Holiday and Camp Horizon.

With its programmatic and fiscal success, the DSAGC is now ready to advance the organization to the next level. The recent departure of its Development Director, the DSAGC is prepared to recruit a full-time Executive Director (ED) to help see the organization through the next phase of growth, including an organizational rebranding and further expansion of fundraising and programmatic activities.

Mission

The mission of the DSAGC is to enhance the quality of life for all individuals with Down syndrome by providing information and support to families, professionals and the communities. The vision is to enable individuals with Down syndrome to reach their full potential and become respected members of their communities.

To learn more, please visit: www.DSACNC.org.

The Role

The Executive Director will be the DSAGC's only full-time staff member, providing administrative oversight of a P/T Program Director and P/T Development Director (currently vacant). S/he will have the unique opportunity to help build and lead DSAGC through a period of growth and change, including a recent rebranding effort and increases in contributed income and programmatic activity.

Due to the strong investment of time and talent by a number of dedicated volunteers, the Executive Director will be well supported in a variety of areas. In partnership with the DSAGC's Board of Directors (and reporting specifically to the Board President), the Executive Director will be responsible for the following:

Financial Management

- Works with the Board Treasurer to develop an annual operating budget and specific program/project budgets for approval by the Board of Directors.
- Supports Treasurer's oversight of banking, accounts payable and accounts receivable.
- Serves as conduit to sub-committees for budget requests.
- Reviews monthly income and expense statements with the Board Treasurer in advance of each board meeting.
- Monitors financial performance against the budget; reports significant deviations from the budget to the Board Treasurer and obtains approval of significant non-budgeted expenses.
- Supports Treasurer in managing and recording receipts and disbursements as directed by the Board of Directors and in compliance with standard accounting practices.

Staff and Program Management

- Provides overall management and leadership of the DSAGC's operations each year, creating goals, procedures and operational standards for staff and volunteers, in addition to the development of a rolling three-year projected financial growth plan.
- With the Board of Directors and Program Director, develops programs and activities that fulfill the mission of the DSAGC and creates methods to evaluate their impact.
- Responsible for liaison with subcommittees, coordinating activities and assisting in the development of volunteers for activities.
- Maintains an atmosphere that attracts, maintains and motivates top quality personnel and non-board volunteers.
- Oversees functions of staff, including hiring, performance appraisal, and performance improvement/release of all personnel – paid staff and volunteers – as required.
- Maintains files of legal and organizational documents such as articles of incorporation, by-laws, board meeting minutes, IRS Form 990, audit reports, internal financial reports, and contracts.
- Maintains a working knowledge of significant developments and trends in the field.
- Execute legal documents jointly with Board President and designated officers.

Board Relations

- Reports to Board of Directors through Board President.
- Works with Board President and Executive Committee members to prepare for board meetings (prepare agendas, distributes reports, agenda, and meeting minutes)
- Attends board meetings, makes logistical arrangements, prepares materials, assists with setup, reports on organizational activity.

- Assists the Board of Directors as directed in long-range planning and special projects
- Assists in the board recruiting and nominating process
- In conjunction with the Board President, creates clear expectations for board member responsibilities regarding fundraising, volunteerism, programming and awareness building

Fund Development

- Manages P/T Development Director and all development and fundraising activities.
- In conjunction with Development Director, creates annual development plan and calendar of fundraising activities.
- Coordinates and participates in the solicitation of funding from foundations, corporations and business, individuals, government entities and through fundraising events.
- Oversees major mailings and solicitations.
- Provides overall management and execution of the Buddy Walk.
- Attends donor events, site visits and grant interviews as needed.
- Works with Board of Directors to help identify prospective donors and sponsors.
- Supervises the research, preparation and submission of grant proposals.
- Supervises staff to ensure the successful management of the donor database, acknowledgement letters and other donor related administrative activities.

Public Relations

- Represents the DSAGC to the public – in the media and by speaking at conferences, training sessions, and community activities.
- Participates in regional and national groups (NDSC, NDSS, DSAIA) as the DSAGC representative.
- Advances the organizational rebranding through outreach and awareness building in service area, focusing efforts to strengthen awareness throughout entire region.
- Approves design and content of the DSAGC website.
- Works closely with other organizations serving the needs of persons with disabilities, including other Down syndrome organizations.
- Advocates for the needs of persons with Down syndrome with local, state and federal officials or elected representatives.

Qualifications

The ideal candidate would have the following capabilities and qualities:

- Bachelor's degree is required.
- At least 5-7 years professional experience; non-profit management experience preferred.
- Understanding and passion for the organization's mission; compassion for the population the DSAGC serves.
- Strong interpersonal communication skills; high-energy, proactive, self-starting administrator with the disposition to work in a virtual environment.
- Team player who will be a constructive and collegial partner to board, staff and external stakeholders; demonstrated experience managing up.
- Proven writing, editing and oral communication skills.
- Ability to attend meetings and events during evening hours and weekends throughout the membership region – local travel required
- Tech savvy, proficiency with Microsoft Office suite, and experience with database platforms preferred.

To Apply

The Down Syndrome Association of Greater Charlotte is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions at the Down Syndrome Association of Greater Charlotte are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. The Down Syndrome Association of Greater Charlotte encourages candidates of all groups and communities to apply for this position. Salary level will be commensurate with experience and organizational needs.

All inquiries, nominations and applications are to be directed via email to Patton McDowell & Associates: search@pattonmcdowell.com. Applications should include a cover letter and resume. Please indicate in the subject line of your email the position and organization to which you are applying and where you learned of the opportunity. NO PHONE CALLS PLEASE.

Please note that only those candidates invited for screening will be contacted.