

Executive Director Triangle Down Syndrome Network

SUMMARY: The Executive Director of the Triangle Down Syndrome Network functions as the Chief Executive Officer of the corporation. In this capacity the Executive Director is responsible for implementation of policies and strategic plans set by the Board of Directors as well as annual goals, objectives, financials, programs, reporting, and administrative management of the corporation. Guidance and direction is provided by the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Board of Directors Administration and Support -- Supports operations and administration of Board by advising and informing Board members, interfacing with Board and staff, and supporting Board's initiatives.
 - a. Responsible for support of activities associated with the Board of Directors, including coordination for Board and Committee meetings, meeting schedules, logistics, agenda, meeting materials, and minutes.
 - b. Responsible for monthly reporting of key metrics to Board of Directors on corporate performance including financials, status of initiatives, outstanding items, progress toward strategic plans and objectives, and recommendations to increase ability to further our mission.
2. Program, Product, Service, and Event Delivery – Oversees proposals, recommendations, design, implementation and seeks input from the TDSN stakeholders on TDSN sponsored programs, marketing, promotion, delivery and quality of programs, products, services and events.
 - a. Responsible for evaluating existing services, programs, products, and events for value to stakeholders and recommending which ones should be kept, which ones should be abandoned, and identifying new services, programs, products, and events that would best serve TDSN in achieving its mission.
 - b. Responsible for successfully executing TDSN sponsored events: i.e. support meetings, Mother's Night Out, TDSN Annual picnic, TDSN Christmas Float, TDSN Christmas Party, yearly Teen Dances.
 - c. Responsible for maintaining, updating and distributing new parent books and other TDSN sponsored materials.
 - d. Responsible for developing and maintaining databases and mailing lists: members, volunteers, sponsors, donors, and community partners.
 - e. Responsible for providing information, insight, advice, and counsel to the Board of Directors in the creation of policies, programs, and strategic direction of TDSN.
 - f. Responsible for developing, managing and maintaining members and dues.
3. Community and Public Relations -- Assures the organization and its mission, programs, products, services, and events are consistently presented in strong, positive image to relevant stakeholders.

- a. Responsible for keeping an accurate TDSN Calendar on the TDSN website, updating news and press releases on a regular basis, maintaining the TDSN PO box, publicizing TDSN events in appropriate newsletters/web pages/calendars, and serve as the central point of contact by timely responding to all incoming phone calls, mail, and email.
 - b. Responsible for speaking publicly to civic organizations and at public events to provide background and updates on TDSN.
 - c. Responsible for developing a community education and outreach plan that leverages relevant media channels to support the mission of the organization.
4. Financial, Tax, Risk and Facilities Management -- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
5. Fundraising/Grant Writing – Research, identify, and develop plan for grant opportunities for non-profit organizations. Write and submit grant proposals for TDSN related initiatives. Other fundraising opportunities will include initiating, managing and/or assisting with TDSN sponsored capital campaigns, large fundraising efforts, and strategic sponsor development.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: BA or BS degree preferred; prior work as an Executive Director or other administrative function in a non-profit preferred.

LANGUAGE SKILLS: English required, knowledge of Spanish would be an added benefit; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral form; and, effectively present information to membership, management, public group, and/or board of directors.

COMPUTER SKILLS: Owning a personal computer or a TDSN supplied laptop; must be comfortable using the web and websites; software applications supporting e-mail, Word, Excel, Powerpoint, and Adobe Acrobat.

TIME: At a minimum be able to donate one or two nights and/or a Saturday per month to TDSN functions as outlined in the Program, Product and Service Delivery above.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and techniques of research grant writing, community organization, fiscal and organizational management, principles and practices of marketing and public relations; public speaking.