

Executive Director Job Description

The Autism Society of Northern Virginia (ASNV) is recruiting a full-time Executive Director (ED) who reports to a volunteer Board of Directors and currently manages a staff of two. ASNV is offering compensation and benefits competitive with other similarly-sized local chapters of nonprofits.

Working with ASNV's Board and committees that include Advocacy, Communications and Development, and Education and Support, the ED executes the organization's mission and vision, with primary responsibility for fundraising, advocacy, strategic planning, financial management, community relations and administration. Under the immediate direction of the President with support from the Board, the ED manages all aspects of the organization in compliance with the current chapter bylaws. The ED interacts with the Board, membership, and external audiences such as donors, sponsors, stakeholder groups, media, state and local governments, local school personnel, and other affiliated disability organizations. The ED has the day-to-day responsibility of managing the programs and personnel of the organization, and supporting and facilitating the committees' implementation of the strategic plan.

Professional Experience and Qualifications

- Leadership experience with a state or local nonprofit as an employee, board member and/or volunteer.
- Proven success in fundraising, budgeting and financial management.
- Genuine excitement and passion for ASNV's mission.
- Helpful but not required:
 - A degree and/or experience in behavioral/mental health, human services, education or a related field;
 - Knowledge of disabilities across the lifespan, especially autism or other developmental disabilities.
- Demonstrated success in hiring, mentoring, developing, leading and retaining staff.
- Strong interpersonal skills, including diplomacy, persuasion, oral and written communication, public speaking, consensus building, decision-making, and sound, consistent judgment.
- Knowledge of governmental, nonprofit, funding, and educational processes and systems in Northern Virginia.
- Willingness to work weekends and evenings.

Responsibilities

Operations

- Serves as chapter CEO and COO, manages a team of staff members and volunteers.
- Gives direction and leadership to the formulation and achievement of the organization's philosophy, mission, and annual goals and objectives.
- Provides general management of ASNV including oversight of legal, fiscal, and human resources functions.
- Oversees an annual budget of more than \$200,000. Approves and monitors all financial and accounting activities of the organization. In cooperation with the Treasurer and President, presents and distributes accurate and timely financial reports to the Board, prepares an annual budget that will guide the sustainable growth of the organization, and facilitates completion of the annual audit.
- Works closely with the national, state and local affiliates and related agencies.
- Develops and maintains relationships with community partners.
- Maintains an inventory of affiliate property and protects all such property.
- Works with the Board to develop and implement policies, procedures, and long-range strategic plans.
- Provides guidance and support for committee chairs to help coordinate their efforts.
- Recruits, trains and retains volunteers and /or seasonal employees to support the organization.
- Effectively and efficiently communicates with Board members, community partners, constituents, donors, volunteers and media.

Development and Communications

- Works with the Development and Communications Associate on all of the following items.
- Leads fundraising initiatives, including direct donation campaigns, events, grant applications, business partnerships consistent with the organizational mission to support the continued operation of ASNV and ensure its future financial security.
- Creates, directs and implements development strategies to solidify as well as expand the organization's funding base in conjunction with the Board.
- Develops and implements a comprehensive marketing and communications strategy; prepares and distributes an annual report, promotional materials, press releases and monthly e-newsletter; updates ASNV websites, and grows and leverages ASNV's social media presence.
- Negotiates and administers grants and contracts as approved by the Board.
- Develops infrastructure to support fundraising.

Education and Support

- Facilitates committee actions in alignment with strategic plan.
- Coordinates response to and recording of information, referral and technical assistance for requests from families, members, professionals, and community and affiliate organizations.
- Maintains a resource directory with annual updates, including the clearinghouse of all information, referral and technical assistance for requests from families, members, professionals, and community and affiliate organizations.
- Manages mini-grant application and award process.
- With support from the Board, staff and volunteers, plans and implements all events and programs of the organization such as monthly family fun events, educational seminars and fundraisers.
- Develops additional programming as directed by the Board and its committees, securing logistical, financial and staffing needs.
- In collaboration with the Board and its committees, expands service provision of ASNV to increase access throughout the chapter's footprint.
- Maintains the database for tracking key information for membership, corporate, professional, donor and media relationships and service providers.

Advocacy

- Advocates for ASNV and the needs/rights of individuals with ASD and their families to the relevant governmental, professional, corporate and philanthropic institutions in the region.
- Keeps abreast of key issues, trends, news and pending legislation on a local, state and federal level to advise stakeholders on strategic messaging, targets and timing for advocacy efforts.
- Educates stakeholders about the needs of individuals with ASD and their families in Northern Virginia and connects community and families to elected officials, committee leaders and other policymakers.
- Collaborates with the Board on public relations and media outreach.
- Initiates and coordinates regular speaking opportunities for leaders in the organization.
- Schedules and provides a current exhibit and coverage for area conferences, training days and other activities and events.