

Parent Advocates Down Syndrome

EXECUTIVE DIRECTOR Position Description

The Executive Director is required to act at all times in compliance with the By-laws of the organization, all Board directives, follow all federal, state and local laws and to ensure that PADS is in compliance with such laws.

JOB DESCRIPTION – upon determination in accordance/compliance with the By-laws of Parent Advocates Down Syndrome

Compensation: Annual Salary \$40,000 approx. 40 hour work week
Benefits (determination and details to be discussed)
6 month review followed by annual evaluations conducted by President of organization

Meetings: Consistent communication with President
Regular interaction with Officers
Quarterly with the Board of Directors and Officers
As Scheduled with Membership

Professional development

Expected to attend conferences, workshops or classes that would benefit organization

Authorized Vacation Days: (compensation/non-compensation to be determined)
Thanksgiving (3) /Christmas (2) /New Year (2) /Personal Requests
All Federal holidays

Personal Vacation Days:

5 days paid annually (increased duration of vacation benefits will be allocated at the conclusion of the Executive Director's annual review conducted by the President and a renewal of the Executive Directors agreement and term of service)
3 personal days (may be used for illness and/or personal use with notification to, and approval from the President)

BASIC FUNCTIONS:

The Executive Director is responsible to the Board for managing and administering the programs and activities of Parent Advocates Down Syndrome, PADS, to fulfill the mission of the organization.

Drive significant growth in the areas:

- **Organizational Structure:** Support and guide board members, officers and the organization's volunteer force into a strong structure which promotes, brings continuity and maximizes talents, energy and time, to the benefit of a stable and progressive organization in Central Alabama. Implement the organization's goals and objectives as mandated by the Board of Directors for the firm foundational establishment and continued development of the ADSC for the growing population of Adults with Down syndrome.
- **Financial Development:** **Current areas:** broaden donor base, increase corporate sponsor participations and individual fundraising. **New areas:** research grant writing, propose grant submissions and complete grant processes; begin prospecting for additional fundraising events, develop an accurate yet progressively relevant portrayal of individuals with Down syndrome and their families. **Future scope:** conduct research for the potential establishment of an endowment; continue, cultivate and increase the reputable and reliable relationships between PADS and corresponding organizations, the corporate conscience and individual trust to result in the generational perpetuation of the organization.
- **Program Development:** Increase membership, expand services to individuals with Down syndrome and the community in which they live and create positive network connections with other organizations and service providers. Innately be perceptive/receptive to the needs of individuals with Down syndrome, their families and the community, cultivate that ability and continue to learn the culture and mechanisms that surround those living with Down syndrome to then coordinate, develop, promote and offer quality educational, community awareness and support programs that connect our membership, community at large, service providers and medical professionals to the benefit of all in the Down syndrome community. Hold a personal perspective and have ability to communicate the value and human potential of every person with Down syndrome and the significant impact they have upon their sphere of influence.

QUALIFICATIONS: Knowledge, skills and abilities

- *strong Administrative abilities – for office management, material development, the organization and presentation of operations, correspondence and communications.*
- *history working with Not-for-Profit organizations, Board of Directors and Officers, membership and volunteers*
- *reputable experience in Interpersonal Development with individuals, co-workers and families*
- *a personality that is approachable and that positively interacts with the general public to accomplish the mission of the organization*
- *proficient in the design, creation and completion of finance/fundraising needs and strategies*
- *budgeting and management*
- *generally accepted accounting principles*
- *fundraising management*
- *philanthropy, fundraising and financial accountability*
- *knowledge of legislation affecting charities*
- *experience in grant research and writing*
- *experience in creation and production of image, fundraising, event and promotional materials*
- *special events planning and management*
- *management of volunteer sector, current trends, resources and information related to volunteerism*
- *abilities in program management and working with large groups and/or issues related to the program arena*
- *experience in upholding employment standards, occupational health and safety, and human rights for future staff development*

PROFICIENCY: In the use of computer programs for:

- *Microsoft Systems (XP, VISTA, Word, Works, Excel, Publisher, Office...)*
- *Basic Accounting (complimentary/in compliance with the Treasurer)*
- *Database Management – FileMaker Pro*
- *E-mail and Internet*
- *Graphic Design (optional)*

PERSONAL CHARACTERISTICS:

The ED should demonstrate competence in some or all of the following:

- ***Behave Ethically:*** *Understand ethical behavior and business practices, and ensure, that own behavior and the behavior of others is consistent with these standards and aligns with the core values of the organization*
- ***Build Relationships:*** *Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.*
- ***Communicate Effectively:*** *Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.*
- ***Creativity/Innovation:*** *Develop new and unique ways to improve operations of the organization and to create new opportunities.*
- ***Focus on Membership Needs:*** *Anticipate, understand, and respond to the needs of internal and external membership to meet or exceed their expectations within the organizational parameters.*
- ***Foster Teamwork:*** *Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.*
- ***Lead:*** *Positively influence others to achieve results that are in the best interest of the organization.*
- ***Make Decisions:*** *Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.*
- ***Organize:*** *Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.*
- ***Plan:*** *Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.*
- ***Solve Problems:*** *Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.*
- ***Evaluate:*** *Hold evaluations regarding the services being provided by the organization in relation to specified goals and standards, make recommendations, modifications, where appropriate. Recommend and/or provides input on proposed new programs.*

PRIMARY DUTIES AND RESPONSIBILITIES: *(Duties are listed in Black text – detail and tasks are listed in blue text)*

Leadership

- *Participate with the Board of Directors and Officers in developing a vision and strategic plan to guide the organization*
- *Identify, assess, and inform the Board of Directors and Officers of internal and external issues that affect the organization*
- *Act as a professional advisor to the Board of Director on all aspects of the organization's activities*
- *Foster effective team work between all constituencies of the organization*
- *In addition to board and the officers act as a spokesperson for the organization*
- *Conduct official correspondence jointly or on behalf of the Board and officers as appropriated*
- *Represent the organization at community activities to enhance the organization's community profile*

Community relations/advocacy

- *Communicate with members to keep them informed of the work of the organization and to identify changes in the community served by the organization*
- *Manage Phone Services – direct and clear contact and communication with Board, officers, memberships, inquirers and the disgruntled of PADS within a timely manner and with professional directness to establish an official personality of an administrator. hone (all services performed)*
 - *Management of Calling Post*
- *Web Maintenance - Current and Projected*
- *Establishment of Master calendars and timelines*
- *Establishment of Process mapping, organizational structures and documentation of operational planning*
- *Establish good working relationships and collaborative arrangements with community/regional/national groups, funders, politicians, and other organizations to help achieve the goals of the organization*

***Risk management**

- *Identify and evaluate the risks to the organization's people (membership, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks*
- *Ensure that the Board of Directors and Officers and the organization carries appropriate and adequate insurance coverage*
- *Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage*

Operational planning and management

- *Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization*
- *Ensure that the operation of the organization meets the expectations of its membership, Board, officers and Funders*
- *Oversee the efficient and effective day-to-day operation of the organization*
- *Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate*
- *Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained*
- *Provide support to the Board by preparing meeting agenda and supporting materials*

Plan fund development activities

- *Collaborate with the President and Board of Directors to create a fund development plan which increases revenues to support the strategic direction of the organization*
- *Design and Implement the fund development plans in accordance with ethical fundraising principles*
- *Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved*
- *Monitor trends in the community or region and adapt fundraising strategies as necessary*

***Organize fund development activities**

- *Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner*
- *Develop policies and procedures for the development department which reflect ethical fundraising practices*
- *Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization*
- *Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization*
- *Identify and develop corporate, community and individual prospects for the organization's fundraising priorities*
- *Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information*
- *Coordinate in-kind donations and make decisions regarding the issuing of receipts*

***Manage fund development budget**

- *Develop and gain approval for an annual income and expenditure budget for the fund development program*
- *Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities*
- *Monitor expenses and analyze budget reports on fund development and recommend changes as necessary*

***Promote the organization**

- *Foster an understanding of philanthropy within the organization*
- *Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization*
- *Coordinate the design, printing and distribution of marketing and communication materials for development efforts*
- *Build relationships within community to advance the mission and fundraising goals of the organization*

Program/Project planning and management

- *Oversee the planning, implementation and evaluation of the organization's programs and services*
- *Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board*
- *Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality*
- *Oversee the planning, implementation, execution and evaluation of special projects*

***Plan the program/project**

- *Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization*
- *Develop new initiatives to support the strategic direction of the organization*
- *Develop and implement current, short range, mid-range and long-term goals and objectives to achieve the successful outcome of the program*
- *Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement*
- *Develop funding proposals for the program to ensure the continuous delivery of services*

***Organize the program/project**

- *Ensure that program activities operate within the policies and procedures of the organization*
- *Ensure that program activities comply with all relevant legislation and professional standards*
- *Develop forms and records to document program activities*
- *Oversee the collection and maintenance of records on the membership and participants of the program for statistical purposes according to the confidentiality/privacy policy of the organization*

***Staff the program/project**

- *In consultation with the President - recruit, cultivate and select well-qualified program staff (volunteer or hired)*
- *Implement the human resources policies, procedures and practices of the organization*
- *Ensure that files for the program are properly maintained*
- *Establish and implement a performance management process for all program staff (volunteer or hired)*
- *Engage volunteers for appropriate program activities using established volunteer management practices*
- *Ensure that all program staff (hired or volunteer) receive an appropriate orientation to the organization and the programs*

***Lead the program/project**

- *Supervise program staff by providing direction, input and feedback*
- *Communicate with members, participants and funders to gain community support for the program and to solicit input to improve the program*
- *Liaise with other managers of like organizations to ensure the effective and efficient program delivery*
- *Coordinate the delivery of services among different program activities to increase effectiveness and efficiency*

***Control the program/project**

- *Write reports on the program for management and for funders*
- *Communicate with funders as outlined in funding agreements*
- *Ensure that the program operate within the approved budget – submit alerts regarding areas exceeding budget constraints*
- *Monitor and approve all budgeted program expenditures*
- *Monitor cash flow projections and report actual cash flow and variance on a regular basis (with President and Treasurer)*
- *Manage all project funds according to established accounting policies and procedures*
- *Ensure that all financial records for the program are up to date*
- *Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements*
- *Provide required information to have invoices generated and submitted to funders according to the established timelines*
- *Identify and evaluate the risks associated with program activities and take appropriate action to control the risks*
- *Monitor the program activities on a regular basis and conduct an annual evaluation*
- *Report evaluation findings and recommend changes to enhance the program, as appropriate*

Financial planning and management

- *Work with the President, Treasurer, Board (a possible Finance Committee) to prepare a comprehensive budget*
- *Work with the Board to secure adequate funding for the operation of the organization*
- *Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization*
- *Participate in fundraising activities as appropriate*
- *Expenditures within the authority delegated by the President in conjunction with Board mandates and By-laws*
- *Ensure sound bookkeeping and accounting procedures - working in conjunction with Treasurer*
- *Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization*
- *Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization*
- *Ensure that the organization complies with all legislation covering taxation and withholding payments*

***Financial accounting and reporting** *Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate*

- *Assist the President and Treasurer with financial reporting as required at Board meeting and the Annual General Meetings*
- *Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles*
- *Develop, implement, and ensure compliance with internal financial and accounting policies and procedures*
- *Ensure that all statutory requirements of the organization are met*
- *Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary*
- *Document and maintain complete and accurate supporting information for all financial transactions*
- *Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash*
- *Reconcile bank and investment accounts - Review monthly results and implement monthly variance reporting*
- *Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll*
- *Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation*
- *Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate*
- *Oversee that all information and materials are submitted for the annual return to be prepared in a timely manner*

***Payroll preparation and administration** *-Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate*

- *Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner*
- *Negotiate and manage the employee insurance and benefits plans*
- *Process and submit benefits and reimbursement remittances on time*
- *Issue annual tax forms*

***Budget preparation**-*Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate*

- *Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Treasurer and/or Finance Committee*
- *Assist Officers and volunteer chairpersons with the preparation of budgets for funding applications*

***Project management accounting**-*Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate*

- *Maintain financial records for each project in a manner that facilitates management reports*
- *Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders*
- *Provide accurate and timely reporting on the financial activity of individual projects*

***Information technology**

- *Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements*
- *Advise on appropriate technology that meets the organization's information requirements and financial resources*

***Risk management**

- *Monitor risk management policies and procedures to ensure that program and organizational risks are minimized*
- *Advise the organization's officers on appropriate insurance coverage for the organization and the Board of Directors*
- *Maximize income where possible and appropriate*
- *Negotiate with Bank for financial services as appropriate*

***Office administration**

- *Oversee and supervise the administrative function of the organization reception, management of monies received.*
- *Administrate, record and file - management of all agreements, leases, contracts and other financial commitments*
- *Monitor all legislation relevant to the finances of the organization*

Plan the volunteer program/service

- *Develop and implement goals and objectives for the volunteer program which reflect the mission of the organization*
- *Assess the need for volunteers to enhance program/service delivery*
- *Develop a budget for the volunteer program activities*
- *Conduct ongoing evaluation of the programs and services delivered by volunteers and implement improvements as necessary*

***Organize the volunteer program/service**

- *Develop, administer, and review policies and procedures which guide the volunteer programs and services, and reflect the overall values of the organization*
- *Develop and administer forms and records to document the volunteer activities*
- *Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position descriptions in consultation with staff as appropriate*

***Engage volunteers**

- *Promote the volunteer program to gain community support of the volunteer program and the organization*
- *Develop and implement effective strategies to recruit the right volunteers with the right skills*
- *Develop and implement an intake and interview protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization*
- *Implement a screening process for potential volunteers according to accepted screening standards and practices*

***Lead the volunteer program/service**

- *Train staff to work effectively and cooperatively with volunteers*
- *Orient volunteers to increase their understanding of the organization, its clients, its services and the role and responsibilities of volunteers*
- *Ensure that volunteers are given appropriate training to be successful in their positions*
- *Ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures*
- *Ensure that volunteers receive the appropriate level of supervision*
- *Assist with conflict resolution among clients, staff and volunteers according to established procedures*
- *Establish and implement a process for evaluating the contribution of individual volunteers*
- *Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization*

***Control the volunteer program/service**

- *Evaluate the risks associated with each volunteer position and take appropriate action to control the risks associated with the program or service*
- *Ensure volunteers work in a safe, healthy, and supportive environment in accordance with legislation and regulations*
- *Evaluate the contribution of each volunteer on an annual basis*
- *Prepare an annual report on the contribution of the volunteer program to the organization*
- *Administer and monitor expenditures for the volunteer program against the approved budget*

Human resources future planning and management

- *When operating identify future staffing requirements for organizational management that may be appropriated with organizational growth and development.*
- *Oversee the implementation of human resources policies, procedures and practices that prepare a secure foundation for an increase in staff positions*
 - *defined within the course of the organizations growth*
 - *job descriptions cultivated by growth*
 - *prepare the organization for the incorporation, development and hiring of needed and funded staff*
- *Establish a positive, healthy and safe work environment in accordance with the core values of the organization and all appropriate legislation and regulations*
- *Develop materials, as the growth dictates, to recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission*
- *Develop protocol, methods and procedures that ensure that new staff will receive, as orientation to the organization and that appropriate training is provided*
- *Implement a performance management process for self and staff which includes monitoring the performance on an on-going basis and conducting an annual performance review*
- *Coach and mentor volunteer staff (employed staff) as appropriate to improve performance*
- *Develop and Implement measures for both acknowledgment and discipline – that will provide management and staff with the appropriate techniques and procedural paths that are appropriate and legally defensible; for evaluation, reward, probation, promotion or release procedures.*