



POSITION DESCRIPTION

EXECUTIVE DIRECTOR - - CHIEF EXECUTIVE OFFICER

POSITION LOCATION – Washington, DC

Position Effective May, 2010

BACKGROUND: AAIDD is one of the oldest professional membership organizations in the United States and the oldest focusing on the field of intellectual and developmental disabilities. The Association is seeking to recruit a new executive director upon the retirement of our current, and highly successful director of 20+ years. AAIDD's influence and reach around the globe is astonishing given its small staff and budget. The research and publications of the Association continue to maintain the highest standards and quality. AAIDD is leading the way in the diagnosis, classification, and systems of supports and planning for people with intellectual and developmental disabilities. AAIDD is the premier organization in the area of dissemination of best practice, evidence-based information and training in the field of intellectual and developmental disabilities. AAIDD is a multidisciplinary organization of professionals working to support individuals with intellectual and developmental disabilities.

SUMMARY: The Executive Director of the American Association on Intellectual and Developmental Disabilities (AAIDD) functions as the Chief Executive Officer of the association and is the association's primary representative to the professional community, the media and policymakers. The Executive Director represents AAIDD to other national disability organizations on a regular basis and is the voice of AAIDD to the news media, Congress and the Executive Branch and other national entities. The Executive Director works regularly with volunteer leadership and association members and must be capable of communicating effectively with professionals at all levels of sophistication and the general public. The incumbent is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, and financial, program, and administrative management of the corporation. Guidance and direction is provided by the President and by the Board. The Executive Director reports to the President of the Board of Directors.

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

- Provide overall leadership, support, and direction for staff in the development and implementation of short and long range plans and policies and other activities.
- Represent the association in the disability network and to the public-at-large in a highly professional, ethical manner.
- Assure liaison with other disability, advocacy and professional organizations, such as organization members of the Consortium of Citizens with Disabilities, CCD Financial management of the association, including the development and implementation, upon approval by the Board of Directors, of the annual budget
- Develop, implement, and accomplish the annual work plan of the association as approved by the Board of Directors.
- Creatively take concepts/ideas and develop products and services, working with teams and not only responding to RFP's.
- Provide accurate and complete information, advice, and counsel to the President of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the association.
- Support all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Administer overall operation of the association, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.

ORGANIZATIONAL LEADERSHIP and SUPERVISORY RESPONSIBILITIES: Lead, support, and supervise all national office staff. Responsibilities include interviewing, recommendation for hiring and training employees; planning, assigning and directing of work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent will have demonstrated experience and capability in communicating a vision for people with IDD and the Association's mission to achieve that vision; marketing analysis, design, development, and sales of products and publications;

successful submission of private and public sector grants and contracts; and commitment to development of collaborative partnerships with other public and private organizations.

EDUCATION and/or EXPERIENCE: Attainment of an advanced degree in a field relevant to people with intellectual and developmental disabilities and at least ten years of increasingly responsible administrative experience, at least five of which shall have been in a leadership capacity in a not-for-profit organization, academia, or a government agency.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and techniques of grants management, contract administration and negotiation, fiscal and organizational management, principles and practices of marketing and public relations.

Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with researchers, advocates, providers, legislators, the media, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.