

Position Description - Executive Director



Opportunity Profile

Job Description: Executive Director

Salary Range: \$115,000 - \$130,000

Reports to:

Club 21 Board of Directors - specifically to the Board President or his/her designee

About Us

Club 21 Learning and Resource Center is a dedicated non-profit organization that empowers families to identify the needs of their child with Down syndrome and teaches them how to navigate the medical, educational and regional center systems to maximize their child's potential. Our mission is to provide the educational tools and resources that enable individuals with Down syndrome to be fully included.

Position Summary:

The Executive Director will lead and manage the overall operations of Club 21, ensuring the organization achieves its mission and strategic goals. This role involves overseeing a team of approximately 10 full and part-time employees and managing an annual budget of \$800,000. The Executive Director will work closely with the Board of Directors, staff, volunteers, and community partners to enhance the organization's impact and sustainability.

Minimum Qualifications:

- Bachelor's degree in Non-Profit Management, Education, Social Work, or related field.
- Minimum of 5 years of leadership experience in a non-profit or related sector.
- Proven track record in fundraising, financial management, and strategic planning.
- Strong interpersonal and communication skills, with the ability to engage diverse stakeholders.
- Passion for the mission and values of Club 21.

Preferred Qualifications:

- Experience in the field of disabilities or a related field.
- Direct, personal experience with the Down syndrome community.

Duties and Responsibilities:

Leadership and Management:

- Inspire organizational vision to guide future growth of the organization.
- Supervise, mentor, and support staff, promoting professional development and teamwork.
- Model effective leadership aligned with Club 21 culture.
- Manage daily operations, ensuring effective and efficient program delivery.

Duties and Responsibilities (cont):**Strategic Planning and Implementation:**

- Collaborate with the Board to set and execute long-range strategy to advance the organizational mission.
- Develop and implement strategic plans with staff to advance the organization's mission and goals.
- Monitor, measure, and evaluate program effectiveness, making data-driven decisions for improvement.
- Ensure compliance with all legal, regulatory, and funding requirements.

Fundraising and Financial Management:

- Oversee fund development and identify resource requirements for financial sustainability and growth.
- Set strategy and direction for fund development, including establishing funding sources and developing ongoing relationships with funders and donors.
- Develop and manage the annual budget aligned with strategic objectives, ensuring financial stability and sustainability.
- Provide regular financial reports to the Board of Directors and stakeholders.

Program Development and Oversight:

- Oversee the development of educational programs aligned with the mission and strategic plan.
- Maintain a working knowledge of significant developments and trends in the field.
- Oversee the design, marketing, promotion, delivery, and quality of programs, products, and services.

Community Engagement and Advocacy:

- Build and maintain strong relationships with families, educators, healthcare professionals, funders, and community partners.
- Actively participate and lead with regional and national organizations serving individuals with intellectual disabilities.
- Represent the organization at public events, conferences, and meetings.
- Advocate for policies and practices that support individuals with Down Syndrome and their families.
- Cultivate strong networks and strategic partnerships with other entities and their leaders to leverage impact and funding.

Board Relations:

- Support operations and administration of the Board by advising and informing Board members and interfacing between Board and staff.
- Carry out organizational and financial plans and policies authorized by the Board.
- Collaborate with the Board of Directors to set organizational priorities and policies.
- Provide timely and accurate information to the Board to support decision-making.
- Assist in the recruitment, orientation, and development of Board members.
- Work under the supervision of the Board of Directors and participate in annual performance evaluation.

Duties and Responsibilities (cont):**Human Resources Management:**

- Manage risks of potential adverse judgments by ensuring excellent HR compliance.
- Effectively oversee and manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Establish internal infrastructure to cultivate and develop excellent leaders and staff.

Organizational Culture:

- Ensure a positive organizational culture that is aligned with the mission and programmatic offerings.
- Sustain a culture of belonging for families that is warm, inclusive, and empowering.
- Foster a collaborative and supportive culture for staff that gives them the freedom to do their best work.

Knowledge:***Intellectual and Developmental Disabilities:***

- Knowledge of IDD, specifically Down syndrome, educational profile, employment opportunities, communities of belonging, lifelong learning and independence/interdependence.

Administration and Management:

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.

Personnel and Human Resources:

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Client and Personal Service:

- Knowledge of principles and processes for providing client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.

Finance and Accounting:

- Knowledge of accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

Skills:***Judgment and Decision-Making:***

- Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.

Complex Problem Solving:

- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.



Skills (cont):***Critical Thinking:***

- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Management of Financial Resources:

- Skill in determining how money will be spent to get the work done, and accounting for these expenditures.

Communication:

- Skill in effective communication internally and representing the organization externally.

Abilities:***Oral Comprehension***

- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Speech Clarity

- The ability to speak clearly so others can understand you.

Deductive Reasoning

- The ability to apply general rules to specific problems to produce answers that make sense.

Oral Expression

- The ability to communicate information and ideas in speaking so others will understand.

Written Comprehension

- The ability to read and understand information and ideas presented in writing.

