

EXECUTIVE DIRECTOR - - DOWN SYNDROME NETWORK OF NORTHERN NEVADA JOB DESCRIPTION

SUMMARY: The Executive Director (ED) of the Down Syndrome Network of Northern Nevada (DSNNN) is a new position. It is a .5 FTE position with potential to grow. The ED functions as the Chief Executive Officer (CEO) of the corporation. In this capacity 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 DSNNN. Guidance and direction is provided by the President of the Board of Directors and its Executive Committee.

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

- Responsible for overall leadership of staff in the development and implementation of short and long range plans and policies and other activities, including intern/volunteer program.
- Responsible for the financial management of the DSNNN, including the development and implementation of the annual budget as approved by the Board of Directors
- Responsible for the development, implementation, and accomplishment of the annual work plan of the DSNNN as approved by the Board of Directors.
- Responsible for liaison with other organizations, such as Washoe County School District, Family TIES of Nevada, Nevada PEP, People First, NCED, Arc of Nevada, RAVE, etc.
- Responsible for providing 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 DSNNN.
- Responsible for support of 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.
- Responsible for administration of overall operation of the DSNNN, 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 developing and recommending new programs for Board consideration.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES: Responsible for supervision of all current and future assigned 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.

EDUCATION and/or EXPERIENCE: Attainment of a Bachelor's Degree or equivalent in a related field and five years of increasingly responsible management experience. Experience in grant writing and management required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; 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, top management, public group, and/or board of directors.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and techniques of grant administration, contract administration and negotiation, community organization, fiscal and organizational management, principles and practices of marketing and public relations. Must have a valid Nevada driver's license and be able to drive.

Ability to plan, direct and coordinate activities; work with health care providers, 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.

To Apply: Send resume by 5:00 p.m. on January 20, 2012 to dsnnninfo@gmail.com

Questions? dsnnninfo@gmail.com