

# DOWN SYNDROME AFFILIATES IN ACTION

## Executive Director Job Description

**Overview:** Down Syndrome Affiliates in Action (DSAIA) is a nonprofit trade association serving Down syndrome associations. DSAIA represents more than 1,000 leaders in the Down syndrome community from over 80 organizations. Our members range from brand new start-ups to 40-year veteran organizations in the United States and abroad. For more information, visit <https://www.dsaia.org/>

The Executive Director is the key management leader of Down Syndrome Affiliates in Action and currently the only paid staff person. The Executive Director, who works remotely, is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include administration/board relations, member outreach/support, marketing/communications, conference coordination and fundraising. The position reports directly to the Board of Directors.

## Responsibilities

### Programs/Membership

- Maintain and evaluate current programs, including but not limited to: Leaders' Circles, Affiliate Accreditation, and member educational opportunities.
- Apply for grants, ensure compliance, and manage reporting.
- Maintain open communication with current member organizations to support their needs.
- Actively recruit new member organizations and ensure high member retention.

### Conference

- Work alongside board to identify future conference venue.
- Manage conference committee, and work alongside them to plan and promote a successful annual conference.
- Secure sponsorship relationships for the annual conference.
- Travel to the conference and manage operations alongside co-chairs.
  - Conference is already booked for February 18-21 in Las Vegas.
- Adhere to conference budget, ensuring conference meets budgeted net revenue.

### Operations

- Manage daily financial activities of the Association, including deposits, invoices and payables, and bank accounts.
- Communicate with the bookkeeper to ensure accurate finances are recorded and reported to the Board of Directors.
- Work with the Board Treasurer on maintaining accurate records of financial activities

## **Communication**

- Work with Board Chair to create and manage regular board meetings.
- Meet with Board of Directors on pre-determined schedule to communicate organizational needs and share financial and programmatic reports.
- Provide regular updates to the Executive Committee and board.
- Work in conjunction with interim Executive Director in a consulting capacity during transition.
- Manage email communication, including membership newsletters, and constituent database.
- Assist in the content of the website and manage the social media channels.

## **Overall**

- Promote the organization positively at all times.
- Build and maintain positive relationships with external organizations.
- Work with committees in order to ensure success of the organization.

## **Details**

**Anticipated Start Date:** June 1, 2020

**Salary:** \$40,000

**Position Type:** Part Time (approximately 25 hours a week)  
Benefits as well as paid time off to be discussed during interview.

## **Minimum Professional Qualifications:**

- Bachelor's degree in Human Services or related field (preferred).
- Three or more years nonprofit senior management experience.
- Experience and skill in working with a board of directors.
- Demonstrated skill in critical thinking and strategic planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Strong knowledge of technology and social media tools.
- Maintain a leadership culture of transparency and integrity- both personally and throughout the organization.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.

- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and project management.
- An understanding of financial strategies and finance- related performance metrics.

**To Apply:** Please send resume and cover letter to [info@dsaia.org](mailto:info@dsaia.org) addressed to Board President, Lauren Camp Gates, by April 1, 2020.