



Improving the Lives of All Affected by Autism

South Central Wisconsin

EXECUTIVE DIRECTOR

The Executive Director serves as the primary face and the voice of the organization and its Board of Directors. As its most public representative, the Executive Director's role is to implement goals, objectives and priorities as determined by the Board. This position works closely with the President (or their designee) to incorporate priorities, determine items requiring Board involvement, discuss plans and activities and determine action items.

30% Program Development and Administration

It is the mission of the organization to improve the lives of all who are affected by autism spectrum disorder. To accomplish this, the assembling of meaningful programs and successful delivery of community supports and services are extremely important.

1. Sustain, evaluate, grow and support existing programs and services.
 - a. Regularly assess programming to ensure the activity still fits within the organization's mission and continues to be a Board priority.
 - b. Monitor associated expenses, seeking cost-effective methods.
 - c. When needed, seek financial support / sponsorship of programs through appeals to service provider partners, area businesses and corporations, and apply for grants.
 - d. Ensure events / activities are staffed.
2. Identify new community programming needs.
 - a. Collect feedback from members, partners, and the community.
 - b. Develop and present proposals to meet those needs to the Board of Directors, for approval.
3. At least annually, prepare a written review of programs & services.

- a. Make recommendations to the Board of Directors to continue / not continue / modify the program(s) – often as part of budget process.
4. Seek out opportunities to be consistently informed regarding trends, news and other updates in the field of autism spectrum disorders and nonprofit project management.
5. Engage in public policy issues (including legislative advocacy) for subjects of importance and relevance to the autism community.

25% Outreach and Referral

Connecting in a meaningful way with impacted families and adults is central to our mission. The Executive Director collaborates with businesses, families, self-advocate adults, partnering organizations, and the community at large to further the mission of the organization.

1. Ensure that individuals and/or families affected by autism spectrum disorder, as well as any other inquiries, receive timely, accurate and detailed information regarding supports, resources and services available to them to aid in positive achievement and growth.
2. Foster positive, collaborative relationships with local businesses, appropriate organizations, service providers within the Autism Society's service area, and corporations.
3. Proactively monitor local, state and national trends and developments.
4. Oversee the coordination of organizational communication including written correspondence, email, social media and composing press releases to promote events and initiatives, as needed.
5. Coordinate the preparation of monthly newsletters of upcoming events, announcements, activities and recent accomplishments.

35% Events

Offering regular, quality events is important to our overall success. From fundraising events and conferences to support sessions, the organization uses these opportunities to not only generate funds to further its mission, but to also empower and connect

families and self-advocates with resources and supports. With support from volunteers, the Executive Director ultimately manages all aspects of these successful events.

1. In collaboration with event and committee chairpersons, act as lead coordinator of special events including but not limited to annual banquet, picnic, walk, conferences & workshops, support group meetings, information sessions, resource fairs, etc.
2. Request financial support from businesses and or corporate sponsors to keep admission costs within reach for members and the community.
3. Work with speakers, sponsors, presenters, panelists and others to make their contribution to the event as easy as possible.
4. Request and secure raffle and auction items, whenever reasonable and customary.
5. Attendance at events, unless otherwise specified.
6. Coordinate marketing including social media, flyers, email blasts, etc to ensure promotion of upcoming events.

10% Administrative Functions

As an organization, certain administrative tasks are necessary to ensure we are able to continue to function. Providing prompt administrative support to the multitude of volunteers, committees and coordinators we have is extremely important to our success.

1. Provide support and feedback to various committees.
2. Together with Board Officers, complete and file any necessary state and/or national reports, including the reporting of outcomes from grants.
3. Monitor member information and look for opportunities to promote the benefits of membership to aid new member recruitment and renewal.
4. Implement volunteer protocol including recruitment, contact information maintenance, scheduling, and prepare personalized recognition following events or activities.

5. In collaboration with the President and Treasurer, monitor budgets, expenses and revenues to ensure both are within projections. Maintain sound financial practices.
7. Keep the Board of Directors fully informed on the condition of the organization and all important factors influencing it.
8. Maintain positive, collaborative and inclusive relationships with the organization's Officers, public, members, community partners and the public.
9. Work to ensure the availability of adequate funds to permit the organization to carry out its work. This may or may not include the acquiring and tracking of donations and / or grants and engaging in other fund development efforts.
10. Together with the President (or their designee), prepare a strategic plan at least every two years, for Board review.
11. Attend and actively participate in a regular check-in with the President (or their designee) to discuss priorities, accomplishments, plans and goals.
12. Provide direct supervision and evaluation of part time and/or volunteer Administrative staff.

EXPECTATIONS / PROCEDURES:

SCHEDULING: As a salaried employee, the Executive Director's work schedule is flexible with the assurance that the work that is needed will be accomplished to the greatest extent that an average of 20 hours each week allows, with most worktime occurring during traditional business hours, at the physical office.

Some events and activities take place during off-business hours – this position requires the flexibility to attend events & activities, including occasional weekends.

The Executive Director is offered 5 paid vacation days per calendar year, starting with the successful conclusion of a 6 month probationary period. Vacation days are not intended for payout or to be accumulated year to year, but rather to offer a break from work activities. The President (or their designee) must be notified within reasonable timelines when vacation days are planned to be used, and the timesheet should also reflect the use of vacation time.

If a major holiday falls on a workday, work on that day will not be expected and the salary will remain intact. Major holidays are defined as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.)

As a salaried employee, in the event of illness, the expectation is that work will still be completed within a reasonable amount of time.

QUALITIES OF THE POSITION:

- Organized, self-starting, inclusive, and proactive.
- Experienced in marketing – including preparation of newsletters, event announcements, and the use of social media.
- Ability to independently follow through on tasks.
- Excellent working knowledge of common Office Suite software programs
- Collaborative spirit, including with challenging individuals or groups.
- Understanding of the special nuances of nonprofit management and operations.
- Trustworthy.
- Attention to detail.
- Accepting of direction and leadership.
- Ability to easily shift tasks and focus as organizational priorities change and grow.
- Flexibility to attend evening or weekend events, as needed.
- Willingness to seek out & request training and professional enrichment.

COMPENSATION:

Salary of \$18,200 per year, paid every two weeks (assumes an annual average of 20 hours per week at \$17.50 an hour).

Eligible for merit increase at the successful conclusion of a 6 month probationary period and again at the August Board meeting.

A mileage reimbursement is available for conferences, presentations, workshops or meetings furthering organizational business, paid monthly.

Confirmed by the Board of Directors on August 21, 2018