

**DOWN SYNDROME OF SOUTH CENTRAL KENTUCKY
EXECUTIVE DIRECTOR
JOB DESCRIPTION**

Location: Bowling Green, Kentucky
Base Pay: N/A
Employee Type: Full-Time Employee
Industry: Not for Profit
Manages Others: Yes
Salary Range: \$30,000 - \$36,000 annual
Posted: January 1, 2018
Closing Date: March 30, 2018

Job Type: Executive Management Nonprofit
Req'd Education: Bachelor's Degree
Req'd Experience: 3 Years (Preferred)
Req'd Travel: Yes (Limited)
Relocation Covered: No

FUNCTION

To provide leadership for Down Syndrome of South Central Kentucky (DSSKY) through advocacy in health, education, and public policy for individuals with Down syndrome and their families. Responsible for overall strategic planning, revenue generation, financial management, organizational development, staff management, and educational program development.

RESPONSIBILITIES

Strategy and Planning

1. Develops and leads the strategy of the organization within the broad context of the local and national landscape by using performance measurements to guide strategic and operational decision-making.
2. Takes a leadership role in driving a collaborative process with the Board of Directors, staff and members that would result in the development of goals, objectives and operational plans for the organization.
3. Oversees preparation of the annual budget and other necessary financial documents. Provides information and justifications for Board of Directors in its budgetary review and approval process.
4. Cultivates a strong partnership with the board of Directors in setting policies consistent with the mission of Down Syndrome of South Central Kentucky. Works, as needed, with all standing and ad hoc committees of the Board.
5. Attend workshops, conferences, etc. for continuing education and building knowledge on new developments and science regarding DS and networking and building awareness of DSSKY.

Organizational Management

1. Leads, motivates and develops staff, volunteers, and board members so that they are passionate about what DSSKY has achieved and are committed to working effectively toward continual improvement.
2. Recruits, conducts orientation and supervises volunteers.

Fund Development

1. Manages all fund development activities, including grant writing, cultivation and stewardship of donors, event planning, and identifying new resources. Actively seeks and maintains a diverse donor base on individual, business, foundation and government segments.
2. Builds long term relationships with key donor segments based on mission, cultivation and stewardship, program outcomes and sound fiscal management.

3. Leads organization's financial growth in order to maintain healthy cash flow, provide full services to our constituents and maintain adequate reserves to support board-approved investments and risk-taking.

Public Relations/Advocacy

1. Promotes DSSKY's visibility and welfare through participation and membership in community forums, civic organizations and activities that are aligned with DSSKY's mission and vision.
2. Advocates at the local, state and federal level for health, education and public policy issues that impact people within the Down syndrome community.
3. Develops a strategic marketing plan that provides a clear and concise message telling the organization's story. Oversees the execution of marketing and media relations.
4. Represents DSSKY in all media relations by participating in interviews, developing press releases and all other media type engagements.
5. Oversees the Rockerz/Jammerz, ensuring teams continue being active in the community, building awareness of DSSKY. This individual will ensure coaches are in place and regular practice sessions are occurring and performances are scheduled.
6. Advocates for families of individuals with Down syndrome, promoting understanding of life experiences at various ages and assisting with understanding of public education procedures and regulations.
7. Serves on local, regional and state committees and councils relevant to needs and issues for individuals with Down syndrome (i.e. GRREC, Regional Transition Task Force, Allies in Abilities, ...)

Program Development and Implementation

1. Oversees and supports the development, design and delivery of program initiatives, assuring that the goals and objectives are aligned with DSSKY's overall strategic plan.
2. Oversees and supports the administrative components of all program services, including contract negotiations, contract and grant reporting and contracted work.
3. Provides for quality assurance monitoring of all DSSKY's programs, assuring correction of any deficiencies in program services.
4. Assesses needs and creates educational programs/classes and ensures program objectives are met.
5. Coordinates activities/classes/programs that address educational needs and/or assists in developing/improving daily living skills for each participant.
6. Develops lesson plans, develops curriculum, and provides instruction for adult skills classes and Mini Summer Camps.
7. Oversees research projects (i.e. UK study on Aging, Dementia, and Alzheimer's in Down syndrome, WKU Physical Therapy study...)
8. Serves as a liaison between families and facilitators of programs provided by WKU (Nursing, Communication Disorders, Physical Therapy, Special Education, Tutoring)
9. Assesses needs and goals for families of individuals with Down syndrome of all ages, and recruits leadership and schedules classes and programs to meet those needs.
10. Works cooperatively with other service providers (i.e. The Hive, Kidz Club, area educators, schools, ...) to promote understanding of local resources for individuals with Down syndrome)
11. Oversees Buddy House/Hot Rods Ambassadors program, including scheduling, recruitment of volunteers, and supervision as needed,

Qualifications – Preferred but not required

1. A minimum of 2 years nonprofit work experience in comparable fields.
2. At least 3 years of demonstrated success in staff leadership, fundraising, partnership development and financial management.

3. Demonstrated success of effectively leading change and organizational growth through strategic planning.
4. Demonstrated knowledge of health, education, social, and public policy issues that are faced by families and individuals with Down syndrome from prenatal diagnosis through life span.
5. Demonstrated skills and knowledge in research, educational issues, program development, and instruction of individuals with Down syndrome.
6. Demonstrated success in acquiring agency support through successful grant applications and general fund raising.
7. Strong fund development, marketing and public relations experience to successfully engage stakeholders, including funders, business partners, policy makers, media and communities.
8. Strong and effective oral and written communication skills.
9. Personal qualities that include integrity, commitment to DSSKY's mission, respect for diversity and the ability to inspire and motivate.
10. Must be Microsoft Office proficient, i.e. Word, PowerPoint, Excel, etc.

Reports To

1. Board of Directors

Supervises

1. Program Leaders
2. Volunteers
3. Ruckerz/ Jammerz

Consults With

1. Program providers
2. Committees

Compensation/Benefits

The compensation and benefits package is competitive with comparable community-based nonprofits in the region.

To Apply

Interested, qualified, individuals should mail their cover letter, resume and three references no later than March 20, 2018 to DSSKY, P.O. Box 1611, Bowling Green, Ky. 42102. Applications will be reviewed on a rolling basis, so the Committee encourages qualified candidates to apply early.

Down Syndrome of South Central Kentucky is an equal opportunity employer and is committed to enhancing the quality of life for all individuals with Down syndrome and their families.