



Executive Director (part time) Job Description

POSITION DESCRIPTION

The Executive Director of the Centre Region Down Syndrome (CRDSS) works with and for the Board of Directors to achieve the Society's stated mission, goals, and objectives. CRDSS is a grassroots organization serving a community of extremely dedicated families with unique needs.

REQUIREMENTS

- Bachelor's degree (preferred)
- Experience in non-profit environment (preferred)
- Experience in fundraising and event planning (preferred)
- Superior interpersonal, written, oral and social media communication skills
- Superior organizational abilities
- Superior ability to work independently
- Familiarity with and empathy for those with Down syndrome or other complex disabilities
- Home office

Our Executive Director must have a positive can-do attitude, be a change agent, and enjoy leading and motivating others.

RESPONSIBILITIES

- Coordinate and serve as the Chairperson for the Buddy Walk - the flagship event of CRDSS
- Oversee day-to-day operations of the organization
 - Ensure that financial tasks, including bill payment, reimbursement requests, and financial reporting are accurate and timely
 - Work closely with the Treasurer to ensure accurate reporting of all income and expenses
 - Maintain databases of members, advocates, donors and volunteers
 - Be familiar with or be capable of learning to use the multiple platforms, programs and applications including Salesforce CRM, Classy donor management software, Google Workspace, and more.
- Provide support to the Board of Directors
 - Work with the Board President to develop the agenda for all Board meetings
 - Work with the Board Treasurer to ensure financial oversight and develop annual budget
 - Work with the Secretary to develop, distribute and archive meeting minutes
 - Assist the Board in identifying candidates for Board service
 - Assist the Board in short-term and long-term strategic planning
- Coordinate and oversee all fundraising effort
 - Assist the Board to solicit corporate and individual donations
 - Ensure that all appropriate donor recognition and acknowledgement occurs
- Communicate regularly with community members via mailing list, our website, social media and director's email.
- Coordinate with a number of volunteers chairing different events and activities throughout the year.

Centre Region Down Syndrome Society
210 West Hamilton Avenue, Box 315
State College, PA 16801
www.centregiondownsyndromesociety.com



Our Executive Director is the face of the Centre Region Down Syndrome Society (CRDSS), advocates for our members, provides strategic direction, fully engages the board, leads fundraising efforts, and oversees daily operations to fulfill our mission. We seek a leader with high energy to maintain and build relationships with members and donors as well as local and national organizations. Must be a self-starter with exceptional time management. Our new Executive Director will start learning on Day One about our members' needs and diligently pursue our goals.

AVAILABILITY

Part-time. Hours vary due to daily operations management, fundraising, member events, and representing the CRDSS in the community. Target for commitment is 20-30 hours a week and will flex based on task load.

ORGANIZATIONAL OVERVIEW (MISSION)

The Centre Region Down Syndrome Society is a resource and advocacy organization promoting public awareness and supporting lifelong opportunities for individuals with Down syndrome and their families. Our vision is to create communities that embrace Down syndrome, empower individuals and promote opportunities for meaningful lives. For more information about CRDSS, visit our website at www.centrecountydownsyndrome.org.

HOW TO APPLY

Submit cover letter and resume electronically to treasurer@centrecountydownsyndrome.org or by mail to Attn: President, CRDSS, 210 West Hamilton Avenue, Box 315, State College PA 16801. Resume review will begin immediately and will continue until a suitable candidate has been identified. The CRDSS is an Equal Opportunity Employer.