



**Central MS Down Syndrome Society
Executive Director**

Title: Executive Director, CMDSS
Supervisor: Board President & Executive Committee
Status: Full-time, salaried position commensurate with education and experience
Hours: Full-time. Flexible hours. Will include evenings and weekends.

RESPONSIBILITIES

The Executive Director (ED) spearheads all efforts for the CMDSS and Buddy Center, a 501(c)(3) that provides support, education, enrichment and resources to people with Down syndrome and their families. Key responsibilities include leading the culture of the organization, Center operations, fundraising, community relations, financial management, strategic planning, staff supervision, and working closely with the Board of Directors.

The ED will provide leadership for all aspects of CMDSS and The Buddy Center, including fundraising and revenue generation; financial stewardship; organizational and programmatic leadership; and external engagement with the broader civic and educational community. The ED works with a dedicated CMDSS Board and key partners, to be responsible for the development and oversight of strategies to sustain and strengthen organizational health and impact, while uniting stakeholders in support of a compelling vision for the future of the organization.

Center Operations & Admin:

- Oversee all day to day operations of the Buddy Center
- Lead for special projects, fundraisers, events, marketing campaigns, and more
- Develop, coordinate, implement and evaluate the CMDSS strategic plan
- Ensure the development of an effective volunteer program
- Responsible for the recruitment and effective employment of any staff
- Ensure job descriptions are developed, that regular performance evaluations are performed and that sound human resource practices are in place
- Encourage staff and volunteer development and education
- Ensure completion of tax filing and other financial activities
- Ensure documentation and filing of required federal and state non-profit documents
- Support in the recruitment and retention of quality board members
- Supervise staff, subcontractors and/or volunteers (as needed) to execute action items of the strategic plan or other new programs
- Work with CMDSS's Treasurer to develop a yearly operating budget and see that appropriate financial information is accurately reported and maintained.
- Responsible for financial management of programs and administration of operating and grant-making funds within the approved budget
- Work with the President, Board or independent contractors as needed to carry out objectives of CMDSS
- Make assignments and develop work plans and objectives as well as a timeline to achieve them
- Maintain and update necessary record-keeping systems including but not limited to member and donor databases

Community Relations & Fundraising:

- Nurturing and developing supporter relationships, raising awareness of CMDSS through community and networking events
- Serve as liaison to organizations who select CMDSS as the beneficiary of their event
- Seek partnerships for in-kind donations to support programs such as the Buddy Birthday Program and Buddy Walk
- Serves as point person for facility tours
- Take the leadership role in fostering a relationship with UMMC and its practitioners

Fundraising:

- Develop an annual giving, major gift, and corporate sponsorship fundraising program
- Donor recruitment, management, retention and recognition
- Solicit donations for CMDSS including but not limited to the following:
 - Corporate donations and grants
 - Grants from foundations
 - Individual contributions
 - Monthly giving
 - Company match programs
- Work with and supervise chairpersons, committee members and volunteer efforts related to fundraising (e.g., Buddy Walk, silent auctions, etc.).

Board Relations

- Confer regularly with the President and Executive Committee. Work as a team with the President in implementing Board decisions, in development of goals and long-range planning, and in reviewing progress toward goals
- Assist the President in planning and preparing agenda and materials for Board meetings. Supervise all necessary arrangements to insure efficient and productive meetings of the Board
- Attend Board meetings in a non-voting capacity. Supervise the preparation and distribution of minutes following each Board meeting
- Keep the Board informed of activities, problems and/or progress between Board meetings.
- Assist the Board in identifying and comprehending governmental and/or legal issues important to CMDSS

Public Relations

- Promote the public image of CMDSS and its programs
- Serve as primary spokesperson and principal liaison to the public for CMDSS
- Seek opportunities to speak before groups and organizations that will promote CMDSS's organization, goals and vision/mission for Down syndrome advocacy
- Oversee in administering and delivery of CMDSS-awarded grant programs
- Establish and maintain working relationships with other disability organizations
- Supervise and direct use of all printed, video or other methods for communicating image/identity, including press coverage
- Responsible for content of CMDSS-generated communications
- Work with program staff and volunteers to oversee website updates and social media

Other Duties

- Serve as the primary contact for hospitals and caregivers upon Down syndrome diagnosis
- Work as a liaison to the National Down Syndrome Society (NDSS)
- Serve as event chair for the annual Buddy Walk
- Take the lead on all programs outside of the Buddy Center including, but not limited to World Down Syndrome Day, organizational fairs, Buddy Walk and New Parent Dinners
- Oversee distribution and updating information of source materials including New Parent Guide and Transition's Guide
- Oversee CMDSS scholarship program