



**Executive Director
Autism Society of Texas
Job Description**

Position Summary:

The Executive Director is responsible for the overall outreach and management of the Autism Society of Texas, including its staff and volunteers, and all organizational activities. In support of the mission of the organization, the Executive Director's areas of responsibility include promoting awareness of autism, advocating for improved services in the community, and supporting families. Fundraising, grant writing, community outreach, program planning and evaluation, policy development and administration, personnel supervision, and fiscal management are all major duties.

The Executive Director is responsible for the day-to-day operations of the organization, and implementing new and maintaining current programs/activities, policies, and Board Directives. The Executive Director shall oversee all administrative, financial, and public affairs activities of the organization. This position reports to the Board President and the Board of Directors of the Autism Society of Texas (AST).

Duties & Responsibilities:

In accordance with the AST's mission statement and bylaws, the director will assume the following duties and responsibilities in the key areas of Fundraising, Programs and Services, and Management:

Fundraising

1. Work with the Board to secure established fundraising targets in annual support.
2. Expand and maintain funding through grant applications, direct giving campaigns and other fundraising activities.
3. Identify and research potential funders, including foundation, corporate and government sources, as well as major donor prospects.
4. Work with the Board and staff to draft and coordinate foundation proposals, reports, letters of inquiry and acknowledgments. Coordinate all foundation and donor contact and follow through and ensure that application and reporting deadlines are met.
5. Assist in developing web-based and other creative fundraising solutions. Work with Development Committee to develop and coordinate the fundraising elements of special events and conferences
6. Build and maintain a consolidated database of friends, funders and AST's contacts and users.

Programs & Services

1. Create a sense of excitement about the organization and actively promote its mission; oversee organizational development, community relations, collaboration building, and strategic planning in conjunction with staff and Board.
2. Develop relationships with local and state agencies serving individuals with autism and their families. Participate in committees that provide advocacy and quality assurance on behalf of individuals with autism and their families.
3. Manage the planning, development, implementation, operation, and evaluation of AST's programs. Identify the needs and costs for new programs and services. Ensure projects are completed with high quality standards.
4. Research grant opportunities, write, and submit grant applications.
5. Maintain a current knowledge of autism spectrum disorders and of county, state, and national legislation and policy changes related to developmental disabilities.
6. Provide autism awareness training to businesses, organizations, and entities of Texas.
7. Work with the Program Committee to develop and coordinate special events and conferences. Participate in Governance and Finance committees to oversee fiscal planning, implementation and creation of policies and procedures that directly impact the organization.
8. Ensure that the database and/or Resource Guide houses up-to-date resource and educational materials for parents and professionals. Assist people seeking information; ensure prompt responses to requests for information and referrals.

Management

1. Oversee organizational development, community relations, collaboration building, and strategic planning in conjunction with staff and Board.
2. Supervise the administrative staff in performing office tasks, such as building and maintaining numerous databases (contacts, funders, AST's members, event registrants, etc), distributing messages via listserv and Mail Chimp answering phones, maintaining files, and general office duties.

3. Act as a liaison between the Autism Society of America's national office and the AST Board of Directors including but not limited to representing AST at the Autism Society's annual national conference
4. Recruit, supervise, and evaluate staff. Ensure staff receives training necessary to perform duties. Ensure that personnel policies found in the AST Employee Handbook are followed. Establish new policies in conjunction with AST Board of Directors as identified and appropriate.
5. Provide the board with timely, detailed information to make decisions about the organization, policies and programs. Provide planning agendas and develop background materials. Prepare and submit report to Board President prior to each board meeting and meet with and update Board President monthly.
6. Complying with the internal financial controls set forth by the Board, work with Board Treasurer and staff bookkeeper to manage financial affairs including budget drafting, record keeping, tracking monthly expenditures, and accounts payable and receivable. Provide independent auditor with all information necessary to conduct an annual review of the agency.
7. Ensure prompt responses to requests for information and referrals.
8. Facilitate the work of the Board of Directors; be responsible for recommending program and operating policies to Board, proposing appropriate action when indicated.
9. Advise the board and provide information concerning the organization's programs and operations as well as other related agencies/services.
10. Assist the board in the organization of the board and its committees.
11. Maintain positive communications with the board, staff, and organization's constituents.

Executive Director—Job Requirements:

1. Leadership skills, and the ability to effectively implement the Board's vision and directives.
2. Fundraising and friend-raising abilities.
3. Excellent communication, time management and organizational skills.
4. Public speaking skills and confidence interacting with representatives from the media (radio, TV, newspaper, etc.).



Texas

5. Knowledge of autism spectrum disorder and developmental disabilities strongly preferred.
6. Knowledge of service delivery systems for individuals with autism preferred.
7. Ability to maintain effective working relationships with board, staff, volunteers, donors, agency funding sources and constituents.
8. Ability to work with individuals with different interests and opinions, and to build effective teams in a volunteer organization.
9. Ability to form collaborative partnerships with organizations in the community.
10. Familiarity with computer applications, social media, and related online development tools.
11. Ability to work evenings and weekends, as needed.
12. Bachelor's degree; Master's degree preferred.

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