

## **ASSOCIATE EXECUTIVE DIRECTOR**

### **Autism Delaware**

Autism Delaware is seeking an innovative, progressive, enthusiastic Associate Executive Director who is in step with current developments in the non-profit environment with regard to technology, public relations and marketing, the corporate environment and giving patterns in these challenging economic times. The candidate must demonstrate a commitment to the mission of the organization and the ability to develop and implement programs and services, working with the board of directors, staff, volunteers, and supporters around the agency mission. This position reports to the Executive Director.

### **Organization Overview**

Autism Delaware is a non-profit, volunteer-based advocacy organization whose mission is to improve the lives of people with autism and their families through education, advocacy, public awareness, and most recently through adult services. The goal is to promote lifelong opportunity and community acceptance for people with autism.

Autism Delaware was started in 1998 by a group of families who became friends through their common experience with autism. They realized that by working together they could provide service and support to the autism community in the state and have a much stronger voice in Dover, in the classroom and wherever else advocacy for the autism community was needed. Website: [www.delautism.org](http://www.delautism.org)

### **Major Duties**

#### **Development/Public Awareness:**

- Oversees fundraising planning and implementation in collaboration with the Development Director and the Board of Directors, including identifying new funding sources, establishing strategies to approach corporate funders and private donors, administrating fundraising records and documentation, and initiates new large-scale fundraising events.
- Oversees a comprehensive public awareness program including use of the internet, that ensures the organization and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders including the general public, corporations, partner organizations, community organizations, media and its constituency.
- Looks to the future for change opportunities and advocates and promotes stakeholder change as related to the mission
- Represents Autism Delaware in external events and activities as needed.

#### **Organization Management:**

- Provides leadership to staff and volunteers in these key areas
- Effectively manages the organization in the Executive Director's absence
- Understands and assists to implement the fiscal and human resource management of the organization

#### **Required Skills and Experience**

- College graduate with ten or more years' experience including development, communications, media and external relations with at least five years in a management position.
- Demonstrated success in development functions (forging and managing relationships with multiple donor sources)

- Tangible experience of having expanded and cultivated existing donor relationships over time
- Ability to maintain a high level of professionalism, ethics, and confidentiality
- Ability to juggle multiple projects with limited support staff.
- Excellent writing, proofreading and editing skills.
- Strong communication and outreach skills with public speaking experience.
- Highly creative and entrepreneurial in developing approaches to reach target audiences.
- Excellent organizational and critical thinking skills.
- High energy and passion for Autism Delaware's mission
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives in targeted areas (public relations and awareness, development)
- A high level of professionalism, ethics, and ability to maintain confidentiality
- Excellent leadership and organizational skills
- In-depth knowledge of management processes, especially as applied to growth and strategic planning