



EXECUTIVE DIRECTOR JOB POSTING

Down Syndrome Association of West Michigan
Grand Rapids, Michigan

Closing Date: Friday, March 3, 2017

Salary: Commensurate with Experience

Description:

Do you like to face challenges and make decisions on your own? When you identify a goal is your first instinct to start now? Do you think outside the box and perform best when you can challenge the status quo and control resources to make good things happen? Do you find it exciting to meet new people? Do you find it invigorating to lead a team and to develop and motivate others? Do you have a vision of a successful non-profit organization?

If you answered yes to the questions above, we want you as our Executive Director!

Responsibilities:

Our Executive Director is the face of the Down Syndrome Association of West Michigan (DSAWM), advocates for our members, provides strategic direction, fully engages the board, leads fundraising efforts, and oversees daily operations to fulfill our mission. We need a leader with high energy to maintain and build relationships with members, donors, local and national organization, our staff, and the board. Our new Executive Director will start learning on Day One about members' needs and relentlessly pursue our goals.

DSAWM wants a leader who motivates others to realize their potential, generates new opportunities and possibilities for our members, and recognizes and values our volunteers on behalf of the whole organization. Our new Executive Director must demonstrate sensitivity, awareness, and commitment to supporting individuals with Down syndrome and their families.

The ideal candidate will possess strong fundraising capabilities and be able to improve upon our current fundraising programs and generate new fundraising opportunities to support the organization and its mission.

What does a work day entail for the Executive Director?

- Make personal and professional connections with current and new friends of the association and our present and future donors at the local, state, and national levels to promote and maximize fundraising and development.
- Advocate on behalf of our members to better familiarize the public with DSAWM in order to improve upon the healthcare, education, employment, and social environment for our members.
- Work closely with the board to establish and track strategic goals, priorities and tactics.
- Problem solve and be accountable for measurable results.
- Oversee membership renewals, financial assistance, programs, and member events.
- Handle daily operations regarding vendors, technology, licensing, payroll, taxes, and benefits.
- Provide direction, delegate details, develop and mentor staff.
- Communicate with and fully engage the board.

**Job Requirements:**

- Bachelor's degree.
- Minimum of 5+ years of management experience.
- Demonstrated experience in fundraising and development.
- Experience working with a board of directors.
- Experience in managing operations and budgeting.
- Proven ability to establish ongoing relationships throughout West Michigan.
- Superior interpersonal, written and oral communication skills.
- Proficiency in Microsoft and social media.

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

Availability:

Full-time. Hours vary due to daily operations management, fundraising, member events, and representing the DSAWM in the community.

Organization Overview:

The Down Syndrome Association of West Michigan 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 DSAWM, visit our website at www.dsawm.org.

At DSAWM, we encourage our staff to maintain a healthy work life balance; and we make decisions aligning with our core values of Service, Healthy Lifestyle, Empowerment, Equality, and Continuous Improvement.

How to Apply:

Submit cover letter and resume electronically at president@dsawm.org or by mail to Attn: President, DSAWM, 233 Fulton Street E, Suite 124, Grand Rapids, MI 49503.

The DSAWM is an Equal Opportunity Employer.