

PART-TIME EXECUTIVE DIRECTOR

Down Syndrome Network of Montgomery County (DSNMC)

Rockville, MD

www.dsnmc.org

Hours: 20 hours/week

Location: Remote/home office, with attendance at in-person meetings and events

Position Overview:

Our Executive Director is the face of the Down Syndrome of Montgomery County (DSNMC), advocates for our members, provides strategic direction, engages our working board, leads fundraising efforts, and oversees an administrative employee, our Program and Events Coordinator, who leads daily operations to fulfill our mission.

DSNMC is seeking a leader with high energy to maintain and build relationships with our members, donors, local and national organizations, our staff, and our board. Our 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 maintain and improve upon our current fundraising programs and generate new fundraising opportunities to support the organization and its mission. Our Executive Director must have a positive can-do attitude, be a change agent and a self-starter, and enjoy leading and motivating others.

Job Responsibilities:

- Maintain and foster relationships with our current sponsors, conduct outreach to new and potential sponsors, and promote fundraising and development opportunities to support DSNMC's programs.
- Collaborate with the DSNMC board and community organizations to advocate on behalf of our members and to better familiarize the local community with DSNMC and our mission. This includes participating, as needed, in community and school-based meetings and events which periodically take place in the evening, on weekends, or over the phone.
- Work with the DSNMC board to establish and track strategic goals, priorities and tactics.
- Oversee the DSNMC Program and Events Coordinator, and collaborate with the Board

Treasurer, to ensure effective daily operations regarding vendors, technology, licensing, payroll and taxes. Oversee functions and related contractor services required to maintain 501(c)3 non-profit compliance, including annual reporting for Maryland, filing of federal tax return, and renewal of annual liability insurance.

- Participate in DSNMC member events throughout the year, and give input on the execution of two key board-led programs, our Annual Step Up for Down Syndrome Walk (<http://dsnmc.ezeventsolutions.com/StepUp>) and our Annual Techniques for Success (TFS) Educational Conference (www.techniquesforsuccess.org).

Job Requirements:

- Bachelor's degree or commensurate experience.

- Demonstrated success in fundraising and development.
- Experience managing operations and budget, and familiarity with budget development.
- Proven ability to establish ongoing relationships with a variety of stakeholders and partners.
- Excellent interpersonal, written and oral communication skills.
- Proficiency in Microsoft and social media. Experience with Quickbooks and Google Office Suite is also a plus but not required.
- Ability to work periodic nights and weekends as needed.
- Experience working with non-profits, and with a board of directors, is preferred.
- Experience with Down syndrome a plus.

Salary, Hours and Availability:

This is a part-time, salaried position averaging approximately 20 hours per week. Salary starts at \$25,000 annually, commensurate with experience.

Hours will vary from week to week depending on daily operations management, fundraising, member events, and the need to represent the DSNMC in the community at any given time.

The Executive Director will participate in meetings and in-person events throughout the year, including periodic evening and weekend events as needed. The Executive Director has the ability to set her or his own schedule each week.

The Executive Director will work remotely from a home office or other location. An office space and computer are not provided by DSNMC. The position does not include benefits.

ABOUT DSNMC:

DSNMC is a 501(c)3 non-profit organization whose mission is to empower and support individuals with Down syndrome, their families and the community through education, information, public awareness and advocacy.

The vision of the Down Syndrome Network of Montgomery County is to be a comprehensive resource on Down syndrome in the Washington, DC metro area. We envision a community where all people with Down syndrome can achieve their full potential, and where individuals with Down syndrome and their families are welcomed with fairness, enthusiasm and encouragement in the community.

For more information about DSNMC, visit our website, www.dsnmc.org.

How to Apply:

Please submit a cover letter and resume via email to jobs@dsnmc.org with "Executive Director Application" in the subject line.

Applications will be considered on a rolling basis. The position will remain open until February 28 or until the position has been filled.

DSNMC is an Equal Opportunity Employer. All qualified candidates are encouraged to apply and will receive consideration for employment without regard to race, sex, sexual orientation, age, religion, national origin, marital status, veteran status, disability, or other categories protected by law.