



## *Down Syndrome Association of Wisconsin Position Description*

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**Position Title:** Executive Director  
**Reports To:** Board of Directors  
**FLSA Status:** Not applicable / Exempt  
**Prepared By/Date:** Board of Directors / March 2008  
**Approved By:** Board of Directors  
**Approved Date:** March 11, 2008

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### **Summary**

Directs and coordinates operations, programs and services of the organization to provide individuals with Down syndrome and their families the opportunity to achieve their full potential; to encourage and support their full participation in community life; to promote positive awareness of Down syndrome; to advocate on behalf of individuals and families with Down syndrome; and to facilitate positive self esteem in individuals with Down syndrome by performing the following duties personally or through subordinate supervisors, employees and volunteers. Professional characteristics include enthusiasm, energy, inspirational outlook and motivational attitude. Successful candidates will have a positive track record of responsibility and operations for similar organizations or individual efforts.

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**Essential Functions and Responsibilities** *include the following. Other duties may be assigned.*

### Organizational Management:

- Oversee the day-to-day operations of the organization.
- Ensure organizational structure, roles and responsibilities are in place to fulfill the organization's mission.
- Maintain and account for all financial investments, holdings and expenditures on behalf of the organization.
- Ensure the organization is in compliance with all legal and contractual obligations.
- Demonstrate regular and reliable work attendance at assigned office hours, events and meetings.

#### Staff, Volunteer and Member Relations

- Provide positive leadership and supervision for subordinate staff and volunteers.
- Recruit, hire and retain well-qualified employees and volunteers, provide informal feedback, coaching and evaluations, institute performance plans, and lay off or terminate employees when necessary.
- Confer with staff and volunteers and disseminate information to keep them abreast of current developments.

#### Board Support

- Provide staff support to the Board of Directors by working with the Board President to develop the agenda for all Board meetings, providing monthly program and financial reports to the Board, and supporting DSAW committees as needed.
- Assist the Board in short and long-range strategic planning.
- Ensure the maintenance of membership database and effectuate communications with members and potential members of the organization.
- Ensure implementation of the strategic plan; develop goals and objectives consistent with the mission, vision and strategic plan.
- Ensure compliance with funding sources and regulatory requirements.
- Prepare reports of grant activities for the board, staff and funding sources as required/appropriate.
- Recommend requisite policy and procedures to the Board.
- Attend all regular Board meetings as a non-voting member.

#### Fiscal Management

- Manage multiple funding streams and line-item expenses, ensuring quality program management as well as cost effectiveness and compliance with agency and donor requirements.
- Develop and manage contracts and agreements with donors and agencies that clearly define each party's fiscal, programmatic and reporting responsibilities.
- Assist in preparation of budget to project revenue and expenses, allocate program expenses among various funding sources, and facilitate cost control through regular budget-to-actual reporting.
- Ensure that financial tasks, including bill payment, cost allocations, reimbursement requests and financial reporting are accurate and timely.
- Ensure that expenditures are in line with the budget.
- Timely report expenditures versus budget items at monthly Board meetings.

#### Fundraising

- Coordinate and oversee all fundraising efforts through individual donors, corporations, foundations, and agency grantors.
- Prepare fundraising plan for each fiscal year, including potential targets for grants, individual donations and corporate donations.
- Maintain regular search for and follow up on potential grants for the organization.
- Create relationships with statewide donors as well as statewide corporations to solicit funds for the organization.
- Plan at least one large annual fundraising event in addition to those already planned.

## Outreach and Public Relations

- Coordinate community outreach, including community education, member relations, media relations and publications.
- Participate in community activities to develop opportunities to identify local needs and develop restoration projects.
- Foster communication with community members interested in the activities of the organization.
- Foster collaboration with other organizations advocating on behalf of individuals with disabilities.

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## Compensation

Given that the Down Syndrome Association of Wisconsin is a non-profit organization that is not engaged in the production of goods or services, the Fair Labor Standards Act (FLSA) and Wisconsin overtime law does not apply to DSAW employees. Nonetheless, the Executive Director position is a salaried position that is exempt under the FLSA and Wisconsin overtime law, if they were to apply. Salary level will be commensurate with experience and organizational needs, as determined by the Board of Directors. Salary level will be reviewed on an annual basis, with changes to be made at the sole discretion of the Board of Directors.

## Benefits

Benefits include two weeks paid vacation per calendar year to accrue on an annual basis, the payment of which is not due at termination or resignation. Vacation may carry over to successive calendar years, but may not exceed three weeks total vacation. Tuition remission will be provided at the sole discretion of the Board of Directors for appropriate and meaningful seminars, training sessions and coursework. No health, dental, other insurance or pension plan will be provided.

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## EQUAL OPPORTUNITY EMPLOYER

The Down Syndrome Association of Wisconsin is an equal opportunity employer. All qualified applicants will receive equal consideration regardless of race, color, national origin, disability, age, religion or any other protected basis as provided by law.