



## Call for Candidates: Executive Director

Down Syndrome of Louisville (DSL) is a private non-profit organization founded in 1977 that supports individuals with Down syndrome (“members”), their families and caregivers. Our mission is to improve the lives of people with Down syndrome, and their families, by providing support, information, education, and advocacy for their rights and concerns; *thus enabling each individual to reach his or her full potential.*

We pride ourselves on the quality and delivery of program services. DSL serves 1,025 members in facilities in both Louisville and New Albany, Indiana and has an operating budget of \$1.6 million. In 2017, Down Syndrome of Louisville was the first facility in the United States to achieve Gold Accreditation from Down Syndrome Advocates in Action (DSAIA).

### **POSITION SUMMARY:**

The Executive Director is charged with providing vision and dynamic leadership to carry out the mission of DSL. Responsibilities include oversight and management of strategic planning, fundraising and program revenue generation, financial management, program operations, volunteer management, member relations, public relations, and advocacy. The Executive Director reports directly to the Board of Directors and supervises a staff of 21 full-time, 6 part-time, and 12 seasonal employees.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

#### **Executive Management**

- Provide oversight and direction for DSL's staff and other professionals and vendors.
- Leads the staff in development and implementation of annual budget that includes all operations and revenue generating activities.
- Directs efforts to diversify DSL's sources of income, generate unrestricted discretionary income, and increase membership. (In 2018 the operating budget is \$1.6 million; approximately \$1 million in revenue comes from public/governmental reimbursements and \$600,000 is from fundraising, events, grants, and other earned income.)
- Oversee daily organizational operations -- including managing cash flow and expenses.
- Develop and maintain effective communications with the Board President, Board of Directors, Board Committee Chairs, staff, volunteers, and members.
- Perform other duties as needed or assigned by the Board President.
- With Board and staff, develop and execute a long-term strategic vision for DSL.
- Provide management oversight of programs, events, and partner relationships.

#### **Advocacy/Communications/Marketing/Media Relations**

- Maintain and manage relationships with members, volunteers, donors/sponsors, elected officials, partners and other constituencies.
- Advocate and represent DSL and the priorities of its members at civic/governmental meetings such as State House and Senate committee meetings and others, as needed.
- Develop marketing and public relations strategies with staff to achieve higher visibility for DSL's mission and activities in our community.
- Represent DSL and serve as spokesperson for our members to the media when needed.

- Prepare and organize with staff, communications in response to events, activities, and legislative actions that impact our mission and members.
- Develop, cultivate, and maintain strong relationships with local, state, and federal agencies, partner organizations and other Down syndrome and intellectual disability advocacy/support groups to consistently represent and advocate for DSL's members in our community.

### **Fundraising and Donor Relations**

- Lead the organization's fundraising programs.
- Establish, grow, and maintain strong strategic relationships with individual, corporate and institutional donors throughout community, keeping them informed and engaged with DSL.
- Work with Board and committees to engage them in all fundraising activities and events.
- Provide oversight and management of donor relations, grant writing, project funding, and development of new revenue opportunities.
- Grow the annual fund, unrestricted giving, new donors, and planned giving efforts at DSL.

### **Family & Member Engagement**

- Oversee and report results to Board of annual survey of DSL members.
- Engage with members and families to strengthen their relationship with the organization.
- Cultivate and maintain relationships with volunteers to increase engagement in DSL activities.
- Provide oversight and management to grow the number of volunteers involved with DSL.
- Represent DSL at member functions, events, and ceremonies.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in a related field is required, Master's degree preferred.
- A minimum of ten (10) years of progressively responsible nonprofit, corporate, institutional management and supervisory experience.
- Five to seven years of demonstrated success and experience in three or more of these areas: staff management, program management, fundraising, community outreach, agency operations and financial/operations management.
- Demonstrated success effectively leading change and organizational growth through strategic planning, making decisions, and executing strategic plan.
- Excellent interpersonal and communication skills (written and oral), and ability to be persuasive and express passion for mission of Down Syndrome of Louisville.
- Experience working directly with Board of Trustees and demonstrated success at managing and cultivating Board relationships.
- Experience and effective management, oversight, and implementation of fund development, marketing, advocacy, and public relations efforts.
- Ability to work unsupervised and self-manage workload and prioritize projects effectively.
- Must be able to pass comprehensive background checks and drug screening.
- Must have valid driver's license and current auto insurance and be able to work some nights and weekends as needed.
- High comfort in daily use of basic office technology, including document creation in Microsoft Office Suite, PowerPoint, and Excel.

### **COMPENSATION, BENEFITS:**

Down Syndrome of Louisville is prepared to offer an excellent salary that is commensurate with experience and competitive for our regional nonprofit market. DSL offers a wide range of employee benefits and is an equal opportunity employer that actively seeks diversity in its workplace

About Louisville:

Louisville, Kentucky has a metropolitan area population of 1.2 million within a region that includes the Ohio River and Southern Indiana to the north and rolling bluegrass farms to the south and to the east. A revitalized downtown includes an entertainment district and riverfront park. A true arts town, Louisville boasts all major performing arts groups and numerous museums with national and international recognition. This busy, growing city is home to several colleges and universities as well as several Fortune 500 and Fortune 1000 headquarters or regional operating locations, including Churchill Downs, UPS, Ford Motor Company, General Electric, Humana, Yum! Brands (KFC, Taco Bell, Pizza Hut), Brown-Forman, Pharmerica, Kindred Healthcare, Norton Healthcare and Papa John's Pizza, among many others. Famous for the Kentucky Derby, Louisville is steadily gaining notice for its great parks and historic neighborhoods, low cost of living, vibrant arts and restaurant scene, and nationally renowned collegiate and professional sports teams.

**PLEASE send resume and cover letter, by email only: Deadline October 12, 2018**

John Guthrie, Senior Consultant  
Ashley|Rountree and Associates  
2525 Nelson Miller Parkway, Suite 106  
Louisville, KY 40223  
Mail to: [jguthrie@ashleyroutree.com](mailto:jguthrie@ashleyroutree.com)

