Position Description: Executive Director

Organization: Autism Society San Diego

Location: 4699 Murphy Canyon Rd, San Diego, CA 92123

Status: Full-time salaried position

About Us

Established in 1966, the Autism Society San Diego was the first Autism organization in San Diego and one of the first in the country. The founders of the Autism Society set out to improve the lives of all impacted by Autism, and the same vision and mission continues to drive us today. With the rate of diagnosis standing at 1 in 54 children, our services and programs are needed now more than ever. We are seeking a passionate, dedicated, and caring individual to continue our mission and help grow our affiliate to meet the challenges of those in our community who need our support.

Job Description

The Autism Society San Diego runs many camps and programs for local individuals and families impacted by autism. The Executive Director, along with the President and Board of Directors, oversees the administration, operations, programs, and the strategic plan of the organization; website operations; management of grant applications and funding; development, including on-line and off-line fundraising; marketing and public relations; strategic planning; hiring volunteers and/or outsource vendors; and budgeting, accounting, and management of funds.

Job Responsibilities

- Responsible for the planning, organization, and direction of the affiliate’s operations, activities, and programs.
- Assist with the refinement and development of the affiliate’s strategic long-term plan.
- Provides leadership and development opportunities to office staff and volunteers.
- Oversee outreach responsibilities and work closely with the Board President, Committee Chairs, and the Board of Directors to present a strong, positive image of the affiliate’s programs and services to our community and relevant stakeholders.
- Assist in developing and maintaining excellent relationships with grant funders, businesses, and both private and corporate donors.
- Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.
- Increase collaboration with other local and national corporations and non-profit organizations.
- Work with grant writing and finance committees to manage and implement a fundraising plan to ensure that funding relationships are robust enough to meet or exceed strategic goals and objectives over the short and long term.
Desired Qualifications / Skills:

- Demonstrated thoughtful leadership
- Competent and ethical management skills
- Strong communication skills, including public speaking
- Ability to multi-task
- Takes initiative
- Works independently and as part of a team
- Creative problem-solving skills
- Enthusiastic and dynamic
- Flexible and organized
- Kind and collaborative
- Proficient in MS Office

Education, Experience, and Licensing Requirements

- Bachelor’s Degree, business related field preferred
- Minimum of 2 years experience in nonprofit fundraising, including donor relations, grant writing and reporting

Compensation

- Based on Experience, prior achievements, and letters of recommendations
- Includes salary, benefits, and possible bonuses

If Interested

- Please email a resume and cover letter directly to Dustin Tracy at dustin@autismsocietysandiego.org