

Executive Director – Owensboro, KY

Green River Area Down Syndrome Association

The **Green River Area Down Syndrome Association (GRADSA)** is currently seeking to fill a position for an **Executive Director** to work **Part-Time** in Owensboro, KY.

SCOPE OF POSITION:

The Executive Director (ED) serves as the Chief Administrator of GRADSA and is currently the only paid staff position. The ED reports to the volunteer Board of Directors and will be a primary point of contact for the committees and the GRADSA community. The ED will often serve as the face of the GRADSA organization and should build relationships with the GRADSA families, current and potential supporters and donors, and with the professional community in the GRADSA service area. The ideal candidate will be a self-driven professional with experience working in non-profits, or with relevant experience in the Down syndrome community.

The Executive Director should be able to grow with the GRADSA organization and help drive the strategic goals as developed by the board. They will be able to work a very flexible schedule but should be available to work independently during business hours developing relationships, strategic partnerships, and fundraising to further the GRADSA mission. After-hours and weekend meetings/events will also be required 4-5 times per month. Overall, it is expected the ED will work 25-30 hours per week, mostly during day-time hours.

ABOUT GRADSA

GRADSA is a 501c3 non-profit organization extending its outreach to a ten county region in Western Kentucky. **The GRADSA Mission is to enable families enriched with the Down syndrome connection to share resources, build friendships, and advocate together for the future of individuals with Down syndrome.**

The organization has grown in many ways over the past several years including family participation, programs for individuals with Down syndrome, fundraising, community awareness, strategic partnerships, and board development. GRADSA has continued to focus on strategic goals that developed through strategic planning sessions and professional consultants in the non-profit industry. They have also developed excellent working relationships with numerous regional Down syndrome associations as well as national organizations that share resources, best practices, and provide support as needed. These accomplishments along with the supportive GRADSA families have positioned the organization well for long-term sustainability and growth.

ESSENTIAL DUTIES

- Develop and recommend long-term strategic vision for the organization
- Be the primary driver of the goals set in the most recent strategic plan:
 1. **Revenue/Sustainability:** Increase Revenue by 30% over 3 years
 - Foster a “team” fundraising structure for the annual Buddy Walk
 - Develop strategic partnerships in the community for fundraising and organizational awareness
 - Recommend and prepare grants as deemed appropriate by the board.
 2. **Mission/Program:** (a) social awareness, (b) new parent support, (c) education and social activities for families
 - Build relationships with all of the families and community partners affiliated with GRADSA
 - Create a sustainable model for welcoming new parents into the GRADSA community
 - Recommend and organize education and social activities for families and the GRADSA community
 3. **Organizational/Leadership Development:**
 - Maintain a strong committee infrastructure
 - Network to build a pipeline of volunteers, committee members, and potential board members
 - Prepare communication for newsletter, social media, weekly email updates, etc.