

# NATIONAL DOWN SYNDROME CONGRESS

## EXECUTIVE DIRECTOR SEARCH

### ABOUT THE ORGANIZATION

The National Down Syndrome Congress (NDSC) is a not-for-profit organization dedicated to an improved world for individuals with Down syndrome. Founded in 1973, they are the leading national resource of support and information for anyone touched by or seeking to learn about Down syndrome, from the moment of prenatal diagnosis through adulthood.

The purpose of the NDSC is to promote the interests of people with Down syndrome and their families through advocacy, public awareness, education and information/resources. The organization has worked tirelessly over the years to foster a network of local and regional groups to reach out, support, and empower thousands of individuals with Down syndrome, their families, friends, broader community and the professionals who support them.

#### **NDSC's Vision**

*The vision of the NDSC is a world with equal rights and opportunities for people with Down syndrome.*

#### **NDSC's Mission**

*The mission of the NDSC is to provide information, advocacy and support concerning all aspects of life for individuals with Down syndrome.*

### Position Description

The Executive Director is responsible for providing strategic leadership for the NDSC by working with the NDSC Board, its Executive Committee, and members of the NDSC Foundation to establish long-range goals, strategies, plans, and policies. The Executive Director is also responsible for overseeing the day-to-day operations of the organization, managing staff, and ensuring the organization's financial sustainability.

### Key Responsibilities:

- Provide leadership to staff, volunteers, and the broader Down syndrome community to form meaningful partnerships in order to expand the reach and utilization of the NDSC programs, supports, and resources to further empower individuals with Down syndrome
- Oversees NDSC's financial well-being through a proactive fundraising process to ensure ongoing stability and targeted expansion of revenue streams that further extends the capacity of the organization.
- Continue to build and maintain relationships with donors, partners, and other stakeholders to support fundraising efforts and organizational growth.
- Manage the NDSC's capacity to continue to advocate for and provide leadership around pending legislation, regulations, and policies for the Down syndrome/Disability community.

- Represent the NDSC in public forums, collaborative meetings, conferences, and media to raise awareness and advocate for the further development of the opportunities for individuals with Down syndrome.
- Direct the day-to-day operations of the NDSC ensuring alignment to the policies and procedures of the NDSC to enable efficient and effective practices to be identified in order to implement the mission of the NDSC.
- Work closely and in collaboration with the NDSC Executive Committee and Board to ensure meaningful progress, the development of essential activities, timely and accurate/effective communications, and maintaining a financially viable organization to serve the Down syndrome community.
- In collaboration with the NDSC Executive Committee and Board, create a stable and supportive work environment to identify and prioritize short and longer-term areas of opportunity for the organization to increase and enhance its impact.
- Oversee the NDSC's primary programs and initiatives (e.g., annual Convention).

### **Qualifications**

- A qualified candidate should have a minimum of a bachelor's degree (with advanced degree(s) a plus but not required).
- Management experience in the not-for-profit sector with particular interest in those coming from human services, the disability community or the Down syndrome community is preferred but not required for the right candidate.
- Experience, understanding of and connection to the disability community.
- Professional experience in a leadership role with demonstrated success and achievement. Preferred candidates will have experience managing an equal or larger organization or possess a professional background in successfully leading large teams.
- Excellent communication and interpersonal abilities.
- Strategic thinker with the ability to translate the NDSC's vision/mission into action.
- Proven track record of successful fundraising and financial management.
- Demonstrated experience in financial management, development, and governance of non-profit, volunteer-driven membership organizations.

### **Salary Range**

The salary range is \$100,000 to \$150,000 annually, depending on experience and qualifications.

### **Application Process**

Please submit cover letter outlining your relevant professional experience and interest in the position along with a resume to Sean J. Smith, Ph.D. via his email – seanj@ku.edu. Please title the email – **NDSC Executive Director Application – Your Last Name**.

The NDSC Executive Director Search Committee will begin to review applications February 19, 2024 but continue to accept and review materials until a final decision and subsequent hiring decision has been made.