

AUTISM SOCIETY OF NORTH CAROLINA

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BACKGROUND

The Autism Society of North Carolina (ASNC) strives to create a community where people within the autism spectrum and their families receive respect, services, and support based on individual differences, needs, and preferences.

Autism spectrum disorder (ASD) refers to a group of developmental disabilities that affect a person's ability to understand what he or she sees, hears, and otherwise senses. ASD is more common than all childhood cancers and cystic fibrosis combined. It is estimated that 1 in 150 children born today will have some form of autism. Currently, 1.5 million Americans have autism and the disability directly impacts 15 million caregivers, loved ones, family members, and health professionals. There are approximately 30,000 individuals in North Carolina on the autism spectrum.

Founded in 1970 by a group of parents concerned about the lack of diagnostic and treatment services for their children, ASNC is a state-wide nonprofit membership organization that provides a variety of services for people with autism and their families. ASNC is the largest entity of its kind in the United States. With an operating budget of \$13M and a full time staff of 150 and part time staff of 400, ASNC supports individuals and their families through:

Advocacy

Advocacy ASNC advocates for appropriate classroom and educational options for individuals with autism. Since autism is a lifelong disorder, the organization works with families, professionals, providers, and policy makers to ensure that needed services and options are available throughout the life span of people on the spectrum

Chapter Relations There are 40 volunteer-led chapters and three staffed affiliates throughout the state.

Parent Advocates ASNC employs 15 parent advocates working throughout the state and processes 12,000 calls for assistance annually.

Direct Services

Recreation Therapy Groups are currently located primarily in the Triangle area (Raleigh, Durham, Chapel Hill, and adjacent towns). Specialized consultative service is available to individuals with autism who have needs in the areas of community integration, fine/gross motor skill development, decision-making, leisure skill development, and/or health and wellness.

Community Programs Services include: *Residential Programs* - there are 9 supported living homes and individualized living programs, *Vocational Programs*, and *Community Based Services* that provide in-home habilitative services to over 400 people on the spectrum across North Carolina. Providing resources and support for community involvement and individual choices are priorities of these programs..

Summer Camp ASNC operates the nation's largest summer camp program for children, teens, and adults with autism on its own 130 acre facility in Moncure, NC. In 2007, Camp Royall hosted over 350 individuals from age four to 59.

Early Intervention Educational and behavioral services for young children with autism.

Communications and Community Awareness

Communications ASNC publishes a quarterly newsletter and distributes monthly e-mail alerts. The website provides information to over 15,000 visitors each month. As an additional resource, ASNC operates a bookstore that contains nearly 600 titles.

Conferences and Workshops ASNC offers a variety of educational conferences and workshops throughout the year. Conferences are designed to provide information for people on the autism spectrum, parents and other family members, and for professionals who work with people on the autism spectrum. Educational workshops are designed specifically for parents and extended family members.

ASNC has grown tremendously since its beginning. Governed by a Board of Directors, ASNC continues to seek input and feedback from individuals on the spectrum and their families as they work together to increase options and opportunities for people with autism.

For more information about the organization, visit www.autismsociety-nc.org

THE POSITION

The Chief Executive Officer reports to and is accountable to the organization's Board of Directors for providing leadership and strategic direction toward achievement of ASNC's goals and vision.

This highly visible and hands-on executive will be responsible for the leadership, management, and growth of ASNC including planning, annual budget development, and implementation and evaluation of all operations in conjunction with senior staff and the Board of Directors.

Professional leadership is an integral component of the position. The CEO will be expected to be a leader and resource to the Board and staff in addressing ASNC's opportunities and challenges.

The CEO must be a strong communicator in groups and with individuals, able to interpret issues clearly, and effectively persuade others in a manner that leads to agreement and action.

With a strong senior management team currently in place, it is expected that the CEO will spend the majority of his/her time working externally to increase awareness and recognition of ASNC's work that will result in growth in private and public support. The CEO will work actively with members of the state legislature and the state's government agencies to ensure ASNC's state funding continues at current levels and, as appropriate, increases to meet growing needs. S/he will also work with a coalition of other private nonprofit human service organizations throughout the state of North Carolina to develop advocacy and programmatic partnerships. The CEO will also leverage increasing public awareness about autism to further develop the ASNC brand in North Carolina.

The Board will seek a Chief Executive skilled at diversifying and maximizing the organization's revenue stream. It is expected that the CEO will be deeply involved in working with the Board and staff to fundraise in order to build programs and increase ASNC's endowment.

The ability to motivate and lead staff and volunteers towards ASNC's growth and revenue generation will be integral to the executive's success.

Finally, the CEO must lead a strategic discussion and process to develop a vision and plan for the future goals of ASNC. S/he will ultimately be the chief professional officer charged with working with the Board and staff to ensure the successful execution of the strategic plan.

RESPONSIBILITIES

Organizational Leadership

- Lead the organization and its constituents through a planning and change process that is transparent, sets appropriate priorities, and effectively uses human and financial resources to address key strategic issues.
- Provide leadership and management for staff and volunteers in the development and implementation of ASNC's plans. Set goals and strategy with staff. Review and evaluate progress and implementation.
- Develop, implement and monitor conformance with an annual budget and work plan.
- Ensure the sound financial management of the organization and oversee the preparation of reports, records and other documentation as requested by the Board that present the progress and status of ASNC's plan and activities.
- Recruit, motivate, deploy and supervise a professional team that can effectively carry out the organization's programs. Lead a management team whose work in directing daily activities will ultimately allow the CEO to spend the majority of his/her time out of the office with private donors, government funders, community leaders, members, and other stakeholders.

Revenue Development

- Work with the Board to develop and implement a plan that will diversify the organization's revenue stream whereby support will be derived from government, foundation, corporate, and individual sources.
- Work closely with ASNC's contract lobbyist to ensure that the organization's interests are properly recognized and addressed within the state legislature.
- Interact effectively with state funding agencies to secure continued funding necessary to support and subsequently grow ASNC's programs.
- Lead the process of developing and implementing an integrated financial resource development model, in which Board members, staff, and volunteers participate in fundraising.
- Direct the cultivation and meaningful involvement of volunteers at all levels in income producing activities.

Board & Volunteer Development

- Be proactively involved in building and maintaining a strong Board to ensure that individual members understand and fulfill their volunteer expectations.
- Work effectively with the Board and its committees to maximize their efforts. Ensure that meetings are properly arranged, organized, and conducted productively. Work with leadership to develop the skills and knowledge required to build agreement on issues.
- Serve as professional advisor and resource to the Board in all areas of programs, finance, policy, and governance.

Community Development and Public Outreach

- Provide leadership for the cultivation of productive relationships with elected leaders, government agencies, media, corporate leaders, and other nonprofit organizations.
- Ensure that the organization's story, message, program success and positions are effectively developed and disseminated to the human services and general community.
- Build productive relationships with other regional and national autism organizations.

QUALIFICATIONS

Professional

- At least 10 years progressive senior level management and organizational leadership experience.
- Demonstrated track record of performance excellence in a multi-faceted similarly-sized nonprofit institution.
- Understanding of and successful professional experience in all areas of fundraising, planning, implementation, and financial resource development. A proven track record and the willingness and desire to be personally involved with these efforts are required. Experience with cultivation and solicitation of major donors is critical.
- Strong leadership skills with a philosophy and style that encourages creativity, growth, collaboration, problem solving, open communication, and accountability.
- Proven effectiveness in serving as a spokesperson and representative with funders, community leaders, government officials, the media, members, and other stakeholders.
- Exceptional leadership, supervisory, and team-building skills in a nonprofit environment that involves significant volunteer participation.
- Success in developing and leading an organization through creation and implementation of a strategic plan.
- Track record of building and motivating a Board of Directors.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, human behavior and performance, and coordination of people and resources.
- Financial management experience (budget development and management).
- Experience in establishing accountability for senior management team.
- Bachelor's degree required. Graduate degree preferred.

Personal

- A creative and skillful professional able to motivate others and instill a positive work ethic.
- An open and inclusive style that encourages teamwork and acknowledges enthusiasm and success.
- Appreciation towards individuals with special needs.
- Ability to present as a confident, informed, and inspiring leader and spokesperson.

- Excellent written and verbal communication skills.
- Superior active listening, observation, analytical, and problem recognition and solving skills.
- Ability to make sound judgments independently and to take initiative.
- Well disciplined and results-oriented self-starter who is extremely resourceful and resilient.
- Extroverted, outgoing, and entrepreneurial.
- A strategic, creative, and original thinker.

FOR MORE INFORMATION, PLEASE CONTACT:

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This position description is based upon materials presented by ASNC.
ASNC is an equal opportunity employer

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