

JOB POSTING
DSANV - EXECUTIVE DIRECTOR

[The Down Syndrome Association of Northern Virginia](#) (DSANV) is non-profit organization dedicated to ensuring individuals with Down syndrome, and their families, receive the support they need to participate in, contribute to and achieve fulfillment of life in their communities.

Since 1972 DSANV has grown to a serve over 1000 individuals with Down syndrome and their families across the communities we serve in the Northern Virginia area.

DSANV has a history of success in:

- Helping families adjust to the birth of a child with Down syndrome;
- Providing individuals with Down syndrome and their families with educational, financial, medical, legal and social support and resources;
- Providing social and educational events for individuals with Down syndrome and their families to meet, interact and learn;
- Increasing community awareness of the capabilities and contributions of individuals with Down syndrome;
- Providing financial support to families in need with camp scholarships, and conference scholarships;
- Partnering with local, national, and international organizations that provide services to individuals with Down syndrome.

DSANV is currently seeking a dynamic Executive Director with a passion for supporting the Down syndrome, and broader intellectual and developmental disability (IDD) community, to lead our organization in achieving its mission and expanding our impact in the Northern Virginia area.

JOB SUMMARY

Reporting directly to the Board of Directors, the DSANV Executive Director takes a hands-on approach, identifying and implementing strategies for enhanced efficiency and growth across all facets of the organization. They assume responsibility for overseeing and managing the entirety of the organization's operations, including the execution of fundraising events, program development, financial management, and supervision of staff.

In addition to these operational responsibilities, the Executive Director plays a pivotal role in engaging and nurturing relationships with existing and potential members, donors, sponsors, and grantors. Their mission extends beyond sustaining to actively elevating the overall annual

contributions to DSANV, advancing the organization's mission. The Executive Director not only guides strategic initiatives but also spearheads efforts to identify and implement measures that enhance operational efficiency and organizational growth.

PRIMARY DUTIES AND RESPONSIBILITIES

Organizational Leadership and Operations Management

- Collaborate with the Board of Directors to develop and implement strategic plans and objectives that further the mission of DSANV; attend and review progress towards strategic initiatives at board meetings
- Provide direct leadership to DSANV staff and volunteers in alignment with the organization's mission, strategic plans and objectives.
- Oversee day-to-day operations, ensuring efficient and effective execution of processes, programs and services while fostering a success-oriented culture of collaboration.

Fundraising and Event Planning

- Develop and execute fundraising strategies to support the organization's financial needs and strategic growth plans.
- Organize, manage, and execute annual DSANV fundraising events including but not limited to the Buddy Walk, 5K Spring Sprint, Holiday Party and Spring Picnic.
- Manage staff and volunteers in designing and executing focused fundraising campaigns of various sizes.
- Drive the organization's financial growth by actively seeking and securing new funding opportunities through grants, sponsorships, partnerships, and fundraising activities. Simultaneously, foster and sustain relationships with both existing and new donors, partners, and sponsors.

Financial Management and Fiscal Compliance

- Manage the organization's budget, ensuring financial stability and sustainability.
- Collaborate with the bookkeeper and other team members to ensure comprehensive oversight and compliance with the rules and regulations of all contracts, funding sources, as well as with applicable federal and local laws and regulations.

Other duties as requested by the Board of Directors

QUALIFICATIONS

Education and Experience Requirements

- Bachelor's degree in related field required; advance degree preferred.



- At least five years of progressive responsibility and experience in an organizational leadership and management role in a related environment.
- Excellence in hands-on organizational leadership with the ability to build and lead a diverse and high-performing team.
- Demonstrated sound business and fiscal management skills to ensure short- and long-term organizational growth and stability.
- Knowledge of working with community resources and federal and local funding sources.
- Excellent interpersonal and communication skills.
- Proven ability to work effectively with individuals of diverse backgrounds.

WORK LOCATION AND EXPECTATIONS

This is a full-time salaried exempt position based in the Northern Virginia area (non-relocatable). The Executive Director works at least one day per week in the Oakton, VA office. Local travel will be required in support of furthering DSANV's mission in the Northern Virginia communities served (Arlington, Fairfax, Fauquier, Loudoun, Prince William and Stafford Counties); occasional evening and weekend work will be necessary including attendance at DSANV board meetings.

SALARY AND BENEFITS

Salary is commensurate with experience and is expected to range between \$85,000 - \$100,000. Holidays and PTO will be provided.

HOW TO APPLY

To apply, please send resume and cover letter to swebb@blackwellhr.com.

DSANV is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, gender identity genetic information or any other characteristic protected by applicable federal, state or local laws and ordinances.