



Resources and Education for **AUTISM** and related Challenges

## **JOB DESCRIPTION: EXECUTIVE DIRECTOR**

### **Organisational Profile**

R.E.A.C.H. (Resources & Education for Autism and related Challenges) was formed in 1999, and later incorporated as a Non Profit Company in March, 2004. A registered Charity [#51,565], R.E.A.C.H. serves as a voluntary support and advocacy group.

R.E.A.C.H. envisions a society in which all persons with autism are treated with respect and dignity, and are afforded equal opportunities to develop as human beings to the best of their abilities. R.E.A.C.H.'s goals are to advocate towards achieving this vision, to provide support, and to raise awareness about our work and the unique challenges of the community that we serve, through the education of families and society at large.

R.E.A.C.H.'s mission is to ensure that persons challenged with autism spectrum disorders are afforded the opportunity to reach their maximum potential and are accepted by the community at large in all aspects of life as it concerns their physical, mental, emotional and spiritual wellbeing.

### **EXECUTIVE DIRECTOR**

#### **The Role of the Executive Director:**

The Executive Director is responsible for the effective leadership and management of the organisation, according to the strategic direction set by the Board of Directors. The Executive Director provides leadership, direction and guidance of the organisation's activities; analyses and evaluates the effectiveness of the organisation's operations; and assures that administrative functions are accomplished through a defined administrative structure. Broadly, the Executive Director is expected to:

- Assure that R.E.A.C.H. has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide pro-active leadership in driving the fundraising priorities of the Board of Directors.
- Provide leadership in developing programme, organisational and financial plans with the Board of Directors and staff, and carry out plans and policies authorised by the board.
- Promote active and broad participation by volunteers in all areas of R.E.A.C.H.'s work.
- Maintain official records and documents, and ensure compliance with relevant legal and regulatory guidelines.
- Maintain a working knowledge of significant developments and trends in Autism and relevant fields.

The Executive Director communicates regularly with the Board of Directors through written reports, attendance at Board meetings, participation in Board activities and contact with individual Board

members. This position reports directly to the Board of Directors and is evaluated annually by the Chairperson of the Board.

### **Primary Duties and Responsibilities:**

#### *Leadership*

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organisation.
- Develop and implement a process to collect input and information on client and community needs that will help R.E.A.C.H. determine its goals and priorities.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organisation.
- Act as a resource to the Board of Director and staff in identifying trends – local, national and international – that could impact R.E.A.C.H.
- Provide leadership for key community initiatives that focus on long term community impact and promote sustainability in the programmes and services that R.E.A.C.H. provides.
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff.
- In addition to the Chair of the Board, act as a spokesperson for the organisation.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the organisation at community activities to enhance the organisation's community profile.

#### *Operational planning and management*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organisation; including also a reporting mechanism this plan, in order to demonstrate the organisation's progress in its performance.
- Oversee the efficient and effective day-to-day operation of the organisation.
- Draft policies for the approval of the Board and prepare procedures to implement the organisational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, client, donor and volunteer files are securely stored and that confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

#### *Programme planning and management*

- Oversee the planning, implementation and evaluation of R.E.A.C.H.'s programmes and services.
- Ensure that all programmes and services contribute to the organisation's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programmes and services of the organisation to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special projects.
- Maintain current information regarding the needs of clients and more broadly the autism community.
- Collaborate with organisations and service providers in areas relevant to the work and mission of R.E.A.C.H. in order to facilitate a network of services.
- Operate with the highest possible levels of mutual trust, confidentiality and confidence.

#### *Human resources planning and management*

- Determine staffing requirements for organisational management and programme delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.

- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Implement a performance management process for staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.

#### *Financial planning & management and Resource development*

- Work with staff and the Board (Finance/Executive Committee) to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organisation.
- Identify and implement strategies to enhance fundraising activities in support of R.E.A.C.H.'s programme operations.
- Support the fundraising functions of the Board, including research of funding sources, assisting in the development of fundraising plans and writing funding proposals to increase the funds of the organisation.
- Provide leadership for and participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organisation according to the approved budget and monitor the monthly cash flow of the organisation.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organisation.
- Ensure that the organisation complies with all relevant legislation, in relation to value-added-tax, any regulatory fees and payments.

#### *Community relations/advocacy*

- Communicate with stakeholders to keep them informed of the work of R.E.A.C.H. and to identify changes in the community served by the organisation.
- Establish good working relationships and collaborative arrangements with community groups, funders, public agencies, and other organisations to help achieve the goals of the organisation.
- Actively engage and energize R.E.A.C.H. volunteers, board members, event committees, partnering organizations, sponsors and donors.
- Educate and advocate regarding the purpose and role of R.E.A.C.H. and the impact of its work.
- Collaborate and facilitate collaboration between others, to benefit the community that R.E.A.C.H. serves.
- Represent R.E.A.C.H. and its clients as appropriate in local and national initiatives.
- Create a system of communication that increases awareness of R.E.A.C.H.'s programmes and services.

#### *Risk management*

- Identify and evaluate the risks to the organisation's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks

*Other duties as may be assigned by the Board of Directors.*

### **Qualifications**

#### *Education*

- A bachelor's degree in a related field.

#### *Experience*

- At least seven years of experience in a human services related field.

- Five or more years of progressive supervisory/management experience in a non-profit organisation/institution.
- Previous experience involving coordination of volunteer-based initiatives.
- Previous experience in the planning and implementation of fundraising initiatives.

#### *Knowledge, Skills and Abilities*

- Demonstrated knowledge of leadership and management principles.
- Transparent and high integrity leadership that fosters teamwork, including ability to work cooperatively and effectively with others, to set goals, resolve problems and make decisions that enhance the organisation's effectiveness.
- Strong organisational skills, including ability to set priorities, develop a work schedule, monitor progress towards goals, track details, data, and activities.
- Demonstrated skills in project management, programme development and evaluation.
- Knowledge of human resources management.
- Strong interpersonal communications skills, and ability to engage a wide range of stakeholders.
- Hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.
- Effective written and oral communication skills, including report writing and presentation skills.
- Strong analytical and problem solving skills.
- Sound appreciation of marketing and public relations principles.
- Knowledge of current challenges and opportunities relating to the autism community a plus.
- Strong public speaking ability a plus.
- Proficiency in MS Office software applications and database management.

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## **Submission Requirements**

This recruitment is being facilitated by The Vivian Group on behalf of the R. E. A. C. H. organisation. Interested persons should submit the following by electronic email no later than **November 30, 2015**, to [executivedirector@viviangroupbahamas.com](mailto:executivedirector@viviangroupbahamas.com):

1. Cover letter
2. Résumé
3. Copies of degree certificates
4. Three reference letters

Hard copies may be sent by traditional mail to:

**R.E.A.C.H. Executive Director**  
c/o The Vivian Group  
P. O. Box N 9636  
Nassau, The Bahamas