

EXECUTIVE DIRECTOR

Job Status:	Full-Time	Hours:	40 hours/week
Reports To:	Board of Directors	Date:	
Supervises:	Program Director for Student Instruction; Training Coordinator	Salary Range:	\$60,000 – 90,000

Reports to: Board of Directors

Summary

The Executive Director will formulate and execute strategic direction and provide overall leadership to and management of all internal and external activities for the Virginia Institute of Autism (VIA).

Essential Duties and Responsibilities

- 1) Mission leadership**, including strategic planning. Work with the Board of Directors, faculty, parents and community leaders in developing and refining short and long range strategic plans in order to maintain and grow VIA's leadership role in the field of educating individuals with autism.
- 2) School planning and operations oversight** including continuous improvement initiatives. Plan and direct services in compliance with VIA policies and procedures, all government and Virginia Department of Education regulations. Coordinate VIA relations with local school systems. Maintain and enhance the current educational and clinical programs at a high level of quality and effectiveness. Provide oversight of all aspects of admissions including applications, documentation, and decisions in adherence to school policies and procedures. Maintain accreditation through VAISEF and responsibilities associated with accreditation and membership.
- 3) Outreach initiatives**, including training programs and direct services. Lead the development and marketing of workshops and conferences, consulting services, and internships designed to advance the understanding and application of evidence-based approaches to the education of individuals with autism. Develop partnerships with medical, educational and social service organizations throughout the community and the region with the aim of increasing understanding of VIA's programs and access to services for individuals with autism. Develop and promote home-based intervention services.
- 4) Institutional advancement** including fund raising, public relations and board development. Oversee and participate in the identification, cultivation, solicitation

and stewardship of individual, foundation and corporate donors. Develop and execute public annual relations plans to increase awareness and support for VIA among target constituencies. Advise the Board of Directors on the composition, roles, recruitment and retention of board members.

- 5) **Fiscal management** including preparation and presentation of annual budgets, three-year cash flow projections, monthly income and expense reports and net worth statements. Identify and develop funding sources for new and existing programs.
- 6) **Human resources management** including staff development. Recruit and retain administrative staff, and oversee the recruitment and training of program staff and volunteers to achieve strategic objectives; oversee personnel administration, create compensation and benefit plans; develop/maintain job descriptions and performance management system; develop disciplinary procedures up to and including termination as deemed appropriate.
- 7) **Policies, procedures and programs oversight** including Board relations. Act as advisor to the Board of Directors, keeping it informed of VIA's programs and services. Oversee and communicate all policies and procedures including ongoing revisions and distribution of the parent and staff manuals. Maintain awareness of regulatory environment as it relates to VIA activities.
- 8) **Facilities management.** Oversee the maintenance of buildings, grounds and equipment. Oversee the development and implementation of a safety and accident prevention program. Responsible for health, safety and sanitation for the protection of students and staff.

Characteristics/Skills/Abilities

The requirements listed below are representative of the characteristics, skills and abilities required to be successful in this position.

- Clinical experience in education a plus
- Understands and represents the underlying principles of the schools mission
- Strong communicator to board, staff and parents
- Provides leadership in developing and carrying out new initiatives
- Maintains a climate that attracts, keeps and motivates a staff of quality people
- Administratively responsible for developing and maintaining sound financial practices
- Excellent written, verbal communication and presentation skills
- Excellent computer skills (word processing, database, spreadsheets)

Please mail cover letter and resume to the attention of Eileen Stanczak, Virginia Institute of Autism, 1414 Westwood Road, Charlottesville, VA 22903 or email to epstanczak@hotmail.com. Application deadline is November 15, 2009.