

## EXECUTIVE DIRECTOR – Brief Job Description - October 2016

**Reports to:** Board of Directors

**Direct Reports:** Financial Controller; Manager Autism Information Services; Manager of Communications; Event Planner

ACT - Autism Community Training is a registered not-for-profit society that provides information and referral services to families of children with Autism Spectrum Disorder as well as to para-professionals and professionals. Our mission is to provide excellent information and training, in accordance with international best practices. Our goal is to enable families, professionals and para-professionals to support children and adults with Autism Spectrum Disorder to live productive, satisfying lives within their families and communities.

### PURPOSE

The primary purpose of the Executive Director's role is to ensure that ACT continuously anticipates and responds to the needs of families and professionals to understand the nature and treatment of Autism Spectrum Disorder through the provision of quality information and training. The work of the E.D. includes ensuring that the organization's staff maintains a high degree of expertise, commitment and personal ethics, that the organization is managed in a fiscally responsible manner, that it is represented in the community as having a high degree of expertise and ethical standards and that all community stakeholders are aware of ACT, its services, the issues it is attempting to address and the ways in which it can be of service to them.

### RESPONSIBILITIES

1. Communicating ACT's vision to the autism community, government and the media
2. Working with ACT's Board of Directors to refine and implement strategic and operational goals
3. Promoting ACT's role as a leading provider of excellent training in autism-related topics
4. Leading ACT's staffing, recruitment & retention strategy
5. Ensuring ACT's financial management & independence through revenue diversification
6. Supporting the development of ACT as a technologically advanced organization

### POSITION REQUIREMENTS

#### Education & Experience

- Master's Degree in a relevant discipline
- Experience working in the not-for-profit sector, providing services to a special needs group ideal
- Experience in a leadership role
- Experience working with government ministries
- Experience seeking funding sources and raising funds
- Budgeting experience

#### Skills & Characteristics

- A passion for serving families and people with developmental disabilities
- Ability to work with complex individuals
- Ability to work with complex bureaucracies
- Ability to work with diverse groups to develop consensus.
- Collaborative, patience, diplomacy and respect for differing points of view
- Ability to motivate and align others to a vision
- Strong strategic thinking ability