

Position: Executive Director

Organization: International Rett Syndrome Foundation (IRSF)

Location: Washington, DC or New York City

Date posted: 4/15/2009

The International Rett Syndrome Foundation (IRSF) is a private, non-profit national organization dedicated to funding research for the treatments and cure for Rett syndrome while enhancing the overall quality of life for those living with Rett syndrome by providing information, programs, and services. IRSF seeks a highly qualified, motivated and experienced leader to serve as Executive Director for its national office to be located in Washington, DC. This highly visible and hands on executive will be responsible for the leadership, management and growth of the Foundation. Responsibilities include:

Leadership & Management

- Overall leadership and management of staff of 8 in the development and implementation of short and long range plans and policies and other activities for the Foundation
- Ensure success in achieving the 3-pronged mission of increased Research, Family Support, Public Awareness for those living Rett syndrome and their families.
- Financial management of the Foundation, including the development and implementation of the annual budget with the Board Treasurer, and maintenance of the Foundation's Charity Navigator four star rating. Supervise preparation of accurate and timely financial statements in accordance with the board's needs, including a monthly statement of income and expenses and forecasts.
- Administration of overall operation of the Foundation, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.
- Work with board chair and executive staff to create and implement a 5 year strategic plan for the Foundation
- Serve as the "public face" for the Foundation (which includes public speaking and media relations) and supervise the creation of strategies to build awareness

Revenue Growth

- Leadership of significant growth plan for the Foundation that allows it to expand its research and family support portfolios.
- Oversight and support of all activities associated with fund development for the Foundation, including implementation of strategies to meet fundraising goals through special events, major gifts, and grants.
- Research and identification of new major gift/donor prospects.
- Cultivation and stewardship of major donors.

Board Support and Development

- Develop and maintain excellent relationships with Board members.
- Provide information, advice, and counsel to the Chairman of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the Foundation.
- Work closely with the Board Chair to guide and motivate Board members

The ideal candidate will have an MBA or equivalent advanced degree in a related field and a minimum of seven years experience in an executive or senior management capacity; previous experience as an Executive Director is a plus. Strong candidates will have a proven track record in fundraising, major gifts, knowledge of advocacy and the ability to foster partnerships. Strong written and oral communication skills and proficiency with MS Office required, Raiser's Edge a plus. Please send resume, cover letter & salary requirements to jobs@rettsyndrome.org

IRSF is an Equal Opportunity Employer.