

International Rett Syndrome Foundation (IRSF)
EXECUTIVE DIRECTOR
Job Description

SUMMARY: The Executive Director of the International Rett Syndrome Foundation (IRSF) is responsible for implementation of policies set by the Board of Directors as well as the overall management and execution of the Foundation's mission, annual goals and objectives, financials, fund development, program, and administrative management. Guidance and direction is provided by the Chairman of the Board and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for overall leadership of staff in the development and implementation of short and long range plans and policies and other activities (in Research, Family Support, Advocacy, Public Awareness, Fund Development, and Infrastructure).
- Responsible for the 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.
- Responsible for the development, implementation, and accomplishment of the annual work plan of the Foundation (in Research, Family Support, Advocacy, Public Awareness, Fund Development, and Infrastructure) as approved by the Board of Directors.
- Responsible for providing 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.
- Responsible for support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Responsible for 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.
- Responsible for support of all activities associated with the fund development for the Foundation.

SUPERVISORY RESPONSIBILITIES: Responsible for supervision of all assigned staff. Responsibilities include interviewing, recommendation for hiring and training employees; planning, assigning and directing of work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Attainment of an MBA or other equivalent advanced degree in a related field and seven years of increasingly responsible administrative experience, at least five of which shall have been in a supervisory capacity. Successful candidates will have experience with the non-profit sector and a history and ability to do fund development activities.

Fund Development: Experience in fund development and management and execution of fund development programs, including event management, major donor campaigns, direct mail and grant writing.

Advocacy and Public Affairs Skills: Experience in grassroots organizing, government relations, and public and media relations is a plus. Ability to understand and navigate the federal legislative process and the federal medical research landscape in order to make recommendations on advocacy and public relations strategy.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, medical journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral form; and, effectively present information to membership, top management, public group, and/or board of directors.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Knowledge, Skills And Abilities: Knowledge of the principles and techniques of fundraising, bio-medical research, clinical research, research grant administration, contract administration and negotiation, governmental policy, community organization, fiscal and organizational management, principles and practices of marketing and public relations. Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with volunteers, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

Salary: Commensurate with experience; in the range of \$140,000 - 160,000

Location: Washington, DC or New York City