

POSITION: **Executive Director**

REPORTS TO: Officers and Board of Directors of the Prader-Willi California Foundation

QUALIFICATIONS:

- ❖ Minimum of a Bachelor's degree (Mandatory; Master's degree in related field desirable)
- ❖ Strong verbal and written communicate skills
- ❖ Ability to communicate in a positive manner with parents and professionals
- ❖ Experience working with people who have developmental disabilities (Mandatory)
- ❖ Experience working with people with PWS (Desirable)
- ❖ Experience in human services and/or nonprofits
- ❖ Minimum 5 years supervisory experience
- ❖ Strong leadership, organizational, and computer skills

JOB SUMMARY:

The Executive Director of PWCF is often the first person that people have contact with when requesting support, education or advocacy for the person who has Prader-Willi syndrome. This person actively supports the mission and vision of PWCF.

Essential Functions

- ◆ Upholds the professional standard as a representative of PWCF. Supports a positive image of PWCF, the national Prader-Willi Syndrome Association (PWSA-USA), PWSA-USA chapters, the International Prader-Willi Syndrome Organisation (IPWSO), and works cooperatively with all PWS organizations
- ◆ Through all operations will ensure that PWCF's mission, values, and goals are represented and observed
- ◆ Assists in the development of policies and procedures that ensure PWCF's goals, operations, personnel, financial performance and stability
- ◆ Interfaces with other professional organizations, researchers, and coalitions that support or promote the interest of persons with PWS and their families
- ◆ Represents PWCF through all forms of communication in its relationships with its members, national, and international affiliates, donors, community, government agencies, professionals and similar groups
- ◆ Maintains positive, open, and supportive working relationships and communication in all areas
- ◆ Observes rules of confidentiality, both on the job and in the community
- ◆ Demonstrates initiative, good judgment, and good decision making skills
- ◆ Monitors daily events within PWCF and informs the Board of Directors on all important factors influencing it
- ◆ Maintains working knowledge of Prader-Willi syndrome and significant developments and trends within the field
- ◆ Participates in the discussions of issues presented at all Board of Directors meetings but is not a voting member
- ◆ Participates in efforts to raise the public's awareness and understanding of PWS
- ◆ Participates in efforts to disseminate accurate information about PWS by distributing informational and educational materials and submitting articles or items of interest to the newsletter
- ◆ Oversees the development and programming of all PWS programs and services
- ◆ Oversees website maintenance
- ◆ Some travel required
- ◆ Represents PWCF with legislative efforts and advocacy
- ◆ Other dues and responsibilities as assigned by the Board of Directors

Supervisory Responsibilities

- ◆ Responsible for the recruitment, employment, and release of all paid staff, consultants, and volunteers
- ◆ Ensures that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place

- ◆ Maintains visibility and accessibility
- ◆ Works with Board of Directors and committee/program/activity chairpersons to recruit, coordinate and oversee volunteers for various activities and functions sponsored by PWCF

Financial Oversight

- ◆ Works with the Board of Directors to establish an annual Operating Budget for approval by the Board of Directors
- ◆ Monitors and reviews monthly expenses to ensure operation is within budget guidelines and that PWCF has adequate funds available to enable the organization to carry out its mission
- ◆ Works with the finance committee and treasurer to take the necessary actions to protect and enhance PWCF's investments
- ◆ Works with the Board of Directors to establish procedures and oversight in the development of professional fund raising and grant writing in order to improve overall fiscal stability
- ◆ Submits grant proposals to further broaden PWCF's financial resources
- ◆ Works with the Board of Directors to nurture and maintain ongoing relationships with major donors

Member and Family Support

- ◆ Acts as an advocate for persons with PWS and families in a variety of settings. Provides phone consultation to families, professionals, and persons with PWS. Makes referrals to community agencies, health professionals, and other support agencies as needed
- ◆ Assumes responsibility for assessment, planning, education, evaluation, and/or referral to appropriate agency for services needed by a family, provider, or person who has Prader-Willi syndrome
- ◆ Establishes protocol for identifying and supporting families of persons with PWS. Establishes procedures for securing and maintaining membership
- ◆ Collaborates with other professionals to educate, problem solve, and plan for quality services provided to persons who have PWS
- ◆ Participates in coalitions and/or committees that support the lifelong needs of persons with PWS
- ◆ Educates and informs legislators of the needs and concerns of people who have PWS and keeps membership informed of pertinent legislative issues of concern
- ◆ Is responsible for ensuring the database is accurate and current in order to improve services to persons with PWS and those who support them, as well as for grant writing purposes
- ◆ Liaisons with committee chairpersons and event organizers to ensure that events, projects, programs are successfully executed

ORGANIZATION INFORMATION:

- ❖ Nonprofit 501(c)(3) organization established in 1979 currently based in Los Angeles, CA

SALARY:

- ❖ Full time hours. Salary commensurate with experience, paid on semi-monthly basis

INTRODUCTORY PERIOD:

- ❖ Six (6) months

BENEFITS:

- ❖ To be negotiated

EVALUATIONS:

- ❖ Done on an annual basis and more frequently if needed by the Officers and Board of Directors.

EMAIL RESUMES TO:

- ❖ President@pwcf.org