



Executive Director Job Description

SafeMinds believes that the epidemic of childhood autism and the disabilities that accompany autism will end when our environment, food, and health care products are universally safe and non-toxic. SafeMinds works for justice, accountability and integrity in science and public policy as a means for preventing these disabilities in future generations. We educate and empower people, focus on prevention and fund research to find treatments that will lead to recovery for those living with autism.

The Executive Director (ED) is responsible for the achievement of SafeMinds' approved strategic plan goals and financial objectives, as well as ensuring that the SafeMinds mission, vision and core values are upheld. A passion for and belief in our mission are essential. The ED acts as the Chief Executive Officer of SafeMinds and provides leadership, direction and guidance across all areas of the organization. The ED also has oversight over the organization, including paid and volunteer staff and consultants and is expected to forge strong working relationships with board directors, board committee members, other staff and volunteers with whom interaction is necessary in achieving goals and objectives outlined.

The Executive Director (ED) reports to the Board of Directors, with regular interaction with the Operations Committee comprised of the President of the Board, board officers and the chairs of the Board committees. The ED will attend all board meetings and executive committee meetings with the exception of those meetings dealing with the ED's compensation, or other matters which the board wishes to discuss privately.

Core Responsibilities:

- Implements policies established by the Board of Directors.
- Provides vision, leadership, direction and guidance of SafeMinds activities.
- Assures the organization and its mission are consistently presented in strong, positive image to the community and the public.
- Will develop, implement, and direct a five-year plan to grow SafeMinds to \$1MM in annual revenue.
- Identifies potential new initiatives and partnerships to build the community and generate revenue for the purpose of enhancing SafeMinds mission and activities.
- Analyzes and evaluates the effectiveness of the organization's operations.
- Develops and maintains organizational structure and effective personnel.
- Coordinates major activities (programs and fundraising efforts).

Job Duties

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Implement the goals and objectives contained within an approved strategic plan and any corresponding policies approved by the Board.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities

- Foster effective team work between the Board and the Executive Director and between the Executive Director and consultants
- Work closely with the executive committee on vision and development activities role.
- Represent the organization at community activities to enhance the organization's community profile
- Coordinate and communicate with other like-minded non-profit organizations.
- Build and maintain working relationship with external partners such as Congress, Federal Agencies (NIH, FDA, CDC) other NGOs and stakeholders.
- Provide educational and program support to communities and stakeholders interested in reducing dependence on mercury products and reducing mercury exposures.

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of the families it serves, donors and the board of directors
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Provide support to the Board by preparing meeting agenda and supporting materials
- With the existing board of directors, recruit additional leadership volunteers for committees and the board.

Fundraising Development

- This position serves as Chief Development Officer for the organization.
- Work with Board of Directors and the Fundraising Chair to secure adequate funding for the operation and programs of the organization.
- Researching funding sources, monitoring the development and implementation of fund raising plans and recruiting fundraising committee members.
- Propose, develop, and execute creative and successful fundraising initiatives.
- Provide support for local fundraising campaigns among stakeholder community.

Program planning and management

- Oversee the development, planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Financial planning and management

- Work with the Board to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide for the Board with comprehensive, regular reports on the revenues and expenditure of the organization

Marketing/Public Relations

- Responsible for planning, initiating and managing the marketing and public relations activities for the Organization through:
- Advance and expand the reach and impact of SafeMinds
- Promote SafeMinds and its initiatives across various media outlets including television, radio and print, seminar and conference speaking opportunities, press releases, advertising/public service announcements and online via websites, e-newsletters, blogs, and social networks. Draft press releases, op eds and letters to the editor and actively seek our media opportunities in an effort to educate the public regarding unnecessary mercury exposure and related health issues.
- Provide timely communication to stakeholder community with social media tools such as Facebook and Twitter.

Community relations/advocacy

- Strengthen and motivate grassroots constituency.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.
- Ensure that the organization is timely with regard to documentation and compliance with state registration and regulations and governing non-profits.

Skills and Qualifications

- Minimum undergraduate degree
- Demonstrates leadership ability in strategizing and coalition building
- Demonstrates effectiveness and lead experience in fund development
- Decision making skills and ability to manage time and priorities effectively
- Ability to thrive in a fast paced atmosphere and juggle multiple tasks
- Excellent writing and editing skills
- Campaigning and organizing experience preferred
- Strong verbal presentation skills
- Well organized and detail orientated
- Commitment to children's health, environmental and social issues

The specifics of the duties may be modified by the Board of Directors as they see fit in order to ensure the viability of SafeMinds and fulfillment of its mission. The mission may be modified by the Board as part of its strategic planning effort, of which the executive director is expected to play a critical role. The ED position is an exempt personnel classification which will require your full attention. The ED must be willing to also work occasional nights and weekends and be willing to travel domestically and internationally, if needed. Serving on the boards of other non-profit organizations is permitted provided that such service does not interfere with job responsibilities.

Please send resume, salary history and writing sample to eksafeminds@gmail.com or by fax to 714.495.4088.