

MO-FEAT Seeking New Executive Director

Wanted: An Executive Director for Missouri Families for Effective Autism Treatment (MO-FEAT), an organization dedicated to providing education, advocacy, and support for families and the autism community and to promoting early diagnosis and effective autism treatment.

Position: The Executive Director is a 0.75 FTE position that collaborates with and reports to the Executive Board of MO-FEAT. The board is comprised of parents of individuals with ASD, professionals working to improve the lives of individuals affected by ASD, and other advocates and stakeholders. This is a telecommute position for which MO-FEAT will provide a laptop for carrying out business related to the organization.

Qualifications: The new director should have a passion for working with individuals affected with Autism Spectrum Disorder (ASD) and their families. This individual will possess in-depth knowledge of the nature of ASD and pertinent community resources, as well as comfort communicating with individuals with special needs and their families. One to three years' experience in administration and/or management of an organization is preferred. The ideal candidate will have direct experience in fundraising, event planning, and writing grants.

Responsibilities: Primary responsibilities include: 1) providing support and education to parents and other family members of individuals with ASD through answering the MO-FEAT informational line and serving as a community authority on autism resources; 2) fulfilling administrative duties including but not limited to: maintaining donor records and communications, preparing board reports and agendas, and using Quickbooks to track and report expenditures and financial status; 3) planning the organization's calendar of activities, such as the annual Bike Camp, as well as the annual publishing of the MO-FEAT Directory; and 4) supporting and supplementing the board's yearly fund-raising efforts, such as the annual Trivia Night. The executive director is also responsible for cultivating donor relationships and writing grants that attempt to provide additional funds for the stability of the organization and to supplement their pay.

Activities generally occur during the week but may include some evenings and weekends including board meetings.

Compensation: \$2,000/month for the first six months. Salary adjustments will be made following that point contingent upon obtaining additional funding through fundraising and/or grants.

Method of Applying:

Submit cover letter and resumé to Katie Hotard, Board President at kshotard@gmail.com

MO-FEAT is a Missouri not-for-profit 501(c)3 organization, Tax ID# 43-1791102.

