



# AACORN

*Adult Agricultural Community Option for Residential Needs*

## **Job Summary:**

The Executive Director is the public face of AACORN, advocating knowledgeably and possessing a heart for the individuals it supports. Primary duties include being responsible for the overall leadership, planning and management of the operations and resources of AACORN in accordance with the strategic direction, Mission and policies set by the Board of Directors. The Executive Director ensures the smooth function of the organization's operations, including programming, fundraising, marketing, and community outreach. The Executive Director oversees the supervision and management of full time, part-time and volunteer staff. In carrying out the responsibilities of the position, the Executive Director will maintain a collaborative and responsible relationship with the Board of Directors.

## **Basic Qualifications:**

- Bachelor's degree
- Three or more years senior non-profit management
- Experience developing fundraising strategies and donor relations unique to non-profit sector
- Experience managing and leading staff
- Experience working with adults with autism and other developmental disabilities

## **Key Responsibilities, Skills & Abilities:**

- Serve as the chief spokesperson for the organization, effectively communicating AACORN's purpose and programs to the public
- Ability to interact positively with adults with developmental disabilities
- Possess basic knowledge of Autism Spectrum Disorder and how it affects individuals and their families
- Be familiar with the delivery and scope of AACORN's skill-building program
- Lead AACORN in a manner that supports the organization's Mission, Vision, & Core Values as defined by the Board of Directors
- Must possess the ability to communicate and work effectively with a diverse population and develop positive relationships with staff, families, donors, volunteers and the community-at-large
- Demonstrated budget management skills which include budget preparation, analysis, decision making and reporting
- Provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Ability to perform basic human resource duties following HR laws and best practices
- Demonstrated grant-writing ability, cultivating new grants that support and grow AACORN's financial resources and strengthen its financial position
- Ability to lead AACORN's Fund Development Plan to develop diverse resources necessary to support the organization's operations and sustainability
- Ability to lead AACORN in the development of a solid plan for an innovative residential community
- Possess minimum intermediate skills with Microsoft Office Suite
- Demonstrated excellent written communication skills

**Core Competencies:**

- Effective Communicator
- Effective Public Speaker
- Relationship Builder/Collaborator
- Competent Multitasker
- Demonstrated Supervisory Skills
- Business Acumen
- Effective Fundraiser

**Working Environment:**

- Office located in Activities building on AACORN's 40-acre farm
- Participants, staff, and volunteers are in and out of Activities building M-Th from 9-3
- Program runs year-round and will expand to five days per week
- Occasionally join in activities to get to know participants and staff
- The Activities building is not air-conditioned; may be added later
- May work from home part of the time
- Expect to be in the community part of the time, networking, meetings, etc

**Salary Range:** \$45,000 - \$55,000 depending on experience

**Benefits:** Benefits packages available

**Hours Per Week:** 40 hours per week

**To Apply:** Send cover letter and resume in PDF format only to: [jfarner12@gmail.com](mailto:jfarner12@gmail.com)

*Note:* A background check will be conducted on final candidates

**Our Mission:**

The mission of AACORN is to provide life enrichment opportunities and residential options for adults with intellectual and developmental disabilities in a supportive inclusive community

[www.aacorncommunity.org](http://www.aacorncommunity.org)