

Reports To: Board of Directors
Location: Remote, Colorado
Application: jobs@autismcolorado.org

Position Status: Full-Time/Exempt
Compensation: \$75,000 - \$85,000
Priority Deadline: October 14th

Position Summary

The Executive Director (ED) is an integral part of a fast-paced team and is responsible for the overall management of Autism Society Colorado (ASC). In support of the mission under the direction of the Board of Directors, the ED will set the strategic vision, oversee daily operations, grow the ASC brand, and nurture partnerships to increase opportunities. This person is a strategic, curious leader with experience in partnership management, development, and autism.

Essential Duties & Responsibilities

Fundraising

- Set and monitor fundraising and budgetary goals
- Expand and nurture relationships with partners and donors across the state
- Oversee fundraising events throughout the year
- Source and secure new funding revenue to reach funding goals and promote growth

Programming and Community Engagement

- Set and implement strategic programming initiatives to build impact
- Engage the community for impact expansion to create new partnerships
- Review and oversee core programs for continuous improvement
- Research and remain involved in advocacy opportunities related to Autism

Organizational Management

- Recruit, supervise, and coach staff members
- Plan and implement organizational development initiative for growth
- Act as a liaison between ASC and the Autism Society of America office
- Oversee and engage Board support functions
- Manage day-to-day finances with contract bookkeeper

Qualifications – *We know some people may not apply because they don't meet all of the listed qualifications, but don't let that stop you! We love diverse backgrounds and value curiosity, progressive experience, and passion.*

- Bachelor degree in a Social Services or Organizational Leadership field preferred
- Minimum of five years of leadership experience in the nonprofit sector
- Fundraising experience of 200K annually required
- Comprehensive understanding of Colorado autism-related services and supports
- Minimum of three years' experience working with autistic individuals
- Proven experience building community relationships
- Open-minded, respectful, and people-focused
- Strong preference for Colorado residents with ability to travel statewide as needed

Benefits

- Flexible schedule
- Unlimited PTO – Yes! We require you to use it.
- Company computer, home office stipend, and phone and internet reimbursement
- Paid parental leave, holidays, and other flexible time off opportunities
- Professional development fund

Autism Society of Colorado is an Equal Opportunity Employer

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion.