

## 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.

**Position:** The Executive Director is a 0.50 to 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.

**Qualifications:** The new director should be a highly organized, project management-oriented self-starter with demonstrated passion for working with individuals diagnosed 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 strong communication skills in a variety of settings: with individuals with special needs and their families, with potential donors and at fundraising events, and at resource fairs and presentations. One to three years' experience in administration and/or management of an organization is preferred. The ideal candidate will have direct experience in fundraising, nonprofit management, event planning, and writing grants.

**Responsibilities:** Primary responsibilities include: 1) providing support and resource referral to parents and other family members of individuals with ASD through answering the MO-FEAT informational line, being MO-FEAT's social media presence via Facebook and Twitter, 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 and annual publishing of the MO-FEAT Directory;

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.

5) supervising an intern to provide administrative support for Trivia Night and Bike Camp

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

**Compensation:** \$1350/month for 90 day, 0.50 FTE probationary period, then \$2025/month for 0.75 FTE, reviewable after six months. Salary adjustments after six months are contingent upon obtaining additional funding through fundraising and/or grants.

**Method of Applying:**

Send resume and cover letter to Katie Hotard, Board President at [kshotard@gmail.com](mailto:kshotard@gmail.com)

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

