Job Description:
NOFAS Georgia Executive Director (Volunteer)

The Executive Director is the Chief Executive Officer of NOFAS Georgia. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

Hours: Varies – 15 to 20 hours
Salary: Volunteer at present time, to become paid commensurate with experience

Overall Responsibilities:
1. Give vision and leadership to the strategic and day-to-day program implementation of NOFAS Georgia.
2. Implement and direct fund and resource development, including identification of funding prospects, grant shaping, and collaboration with foundations and individual donors.
3. Guide NOFAS Georgia in responding to emerging issues in the field of FASDs.

Program Development and Administration:
1. Assure that the organization has a short term and long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.
6. Maintain regular contact with NOFAS in Washington, D.C. and other affiliates to help promote the development and administration of NOFAS Georgia.
7. Provide oversight and delegate tasks to volunteers.
8. Plan and organize fundraising events.

Communications:
1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
5. Participate in monthly affiliate conference calls with NOFAS.
6. Contribute to affiliate conference call agendas with organizational updates.
7. Maintain communication with companies who provide pro-bono work to NOFAS Georgia.
8. Attend developmental disability workshops and functions as indicated for the growth of NOFAS Georgia.
9. Promote identity of NOFAS Georgia as appropriate with other leading developmental disability agencies in the state.
10. Be the spokesperson for the organization at media events and public relation opportunities.
11. Develop consistent profile within developmental disability community opportunities.

**Budget and Finance:**
1. Be responsible for developing and maintaining sound financial practices.
2. Work with the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

**Qualifications:**
1. Strong management and supervisory skills and experience.
2. Demonstrates leadership ability in strategizing and coalition building.
3. Demonstrates effectiveness and lead experience in fund development.
4. Excellent written and oral communication skills.
5. Bachelor's Degree
6. Experience in non-profit arena and public health communication desired.

**Note:** The tasks noted above are ideal, but are negotiable based on the potential volunteer's availability and skill-set.

If interested, please email resume/CV or questions to: albertameus@yahoo.com