

## Executive Job Description for posting 2022

Through free programs and through our Generation G Campaign for global acceptance, we EMPOWER families by maximizing opportunities for daily achievement and lasting acceptance. To ensure lasting acceptance, we must show the world what individuals with Down syndrome are truly capable of achieving as students, co-workers, volunteers, friends, and valued members of their communities. Our program outcomes help advance this vital social impact goal.

Our Mission and Purpose:

To change the way the world views Down syndrome and to send a global message of acceptance for all.

Our Vision:

To see a world where individuals with Down syndrome are accepted and embraced in their families, schools and communities.

Our Niche:

We change lives through consistent delivery of free educational, therapeutic-based and career development programs for individuals with Down syndrome, their families and the community, through a replicable playhouse model.

Our Promise:

A lifetime commitment to families.

**Our Board of Managers is announcing a search for an Executive Director position for GiGi's Playhouse Sugar Land.** We're looking for someone who can provide their drive and dedication to serving our community. This instrumental role is ideal for an outgoing person who enjoys leading and being personally involved in all aspects of a growing non-profit.

The Executive Director ("ED") is a goal-oriented and conscientious individual with a servant's heart who leads and directs the local Playhouse towards increasing positive awareness of Down syndrome. The ED wears many hats and to be effective, they need to wear them all equally well. These include strategic planning, fundraising, communications, marketing, problem-solving, and even unanticipated challenges that must be addressed quickly and competently. This person is skilled in energizing and engaging volunteers, partners, donors, and the community. Creating excitement about the organization, our Down syndrome achievement centers and our mission is a strategic part of *changing the way the world views Down syndrome*.

Potential candidates should meet the following criteria:

- Bachelor's degree
- Demonstrated ability with **fundraising and/or revenue generation**. Experience in developing and implementing effective fundraising
- Demonstrated ability to build and sustain **community relationships, develop corporate partnerships, and major gift giving/capital campaigns**
- Experienced in social services, non-profit, education and/or a related field.

- At least 5 years of proven organizational **leadership** and management/supervisory experience for multi-site programs.
- Demonstrated ability for strong **communications and influencing skills** along with public speaking and writing.
- Understanding, ability to empathize and demonstrate connection and/or passion for persons with Down syndrome and their families
- Proficient with MS Office software, including Word, MS Teams, Excel, PowerPoint, Canva, and Outlook.
- Travel is required once a year to Illinois.

A love of **extra**ordinary people and increasing positive awareness of Down syndrome is also a must!

As always, thank you for supporting our GiGi's family!

<https://gigisplayhouse.org/sugarland/>

Job Type: Full-time

Salary: \$42,817.31 - \$75,485.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Stafford, TX 77477: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location