



Autism Society of America Director of National Programs

Position Summary

The Autism Society of America was founded in 1965 by parents and professionals to support families impacted by autism. Today, the Autism Society works to improve the lives of all affected by autism through our network of 83 community-based Affiliates nationwide.

The Autism Society in 2015 completed a strategic plan that provides organizational focus on priorities driven by short- and long-term needs of the autism community and our ability to maximize positive impact throughout the U.S.

This position, out of our national office in Bethesda, MD, oversees national programs and is responsible for the effective management and continued improvement of those programs. This position will be responsible for the development and implementation of new initiatives to advance our strategic plan. The Director is expected to suggest new strategies and tactics, and will be expected to demonstrate increased mission impact, operational capacity, efficiency and effectiveness across national programs.

Primary Responsibilities

- Responsible for the supervision of the day to day operations of the Information & Referral staff and directing the growth of the Autism Source™ contact center.
- Responsible for all programmatic functions of the national conference.
- Maintains web content as it relates to programs, services and resources resources.
- Provides training to Affiliates as needed.
- Develops, implements and maintains new national programs and initiatives in accordance with the strategic plan.
- Develops and implements outcomes measurement across all programs.
- Reports on a regular basis quantitative data on program impact and outcomes
- Serves as staff liaison to multiple national advisory and board committees as needed.

Qualifications

- AIRS certification
- Bachelor's degree in a related field
- Five years of Information and Referral experience
- Five years of program management experience
- Five years of event planning experience
- Must have an excellent understanding of autism-related services and supports, a minimum of 5 years experience with people on the autism spectrum (or related area), and knowledge of commonly-used terms, concepts, and practices within the field of disabilities.
- Experience in the fundamentals of data management
- Excellent written and verbal communications and customer service skills

- Must be able to think strategically and creatively, and be proactive in anticipating and responding to the needs of internal and external constituents regarding service delivery.
- Must be able to remain calm and professional, even in fast-paced situations or when faced with complex challenges.
- Requires a collaborative, team-oriented individual with the ability to multitask, managing several projects simultaneously.
- Advanced organizational skills with the ability to handle multiple assignments
- Salesforce experience preferred
- Five years experience managing people
- Commitment to excellence and the mission of the Autism Society.

The position reports to the VP, Strategic Advancement.

The organization is an Equal Opportunity employer and encourages individuals with disabilities to apply.

To apply please provide a cover letter describing your interest in the position, your resume and your salary requirements.