



## **Executive Director, Wings Learning Center**

### ***Position Description***

Wings Learning Center (WLC), was founded in 2000 to address the academic and social needs of children with Autism Spectrum Disorder (ASD). Our focus has been to be a child-centered organization that strives for excellence in providing the best quality-of- life experience to our students, and be a leader in training teachers and therapists in dealing with the complex issues of ASD. We have been recognized both regionally and nationally as a leading institution serving the needs of the ASD students.

Our goal is to help each student to be the best that he or she can be, capable of living independently as a member of society. If at all possible, we strive to transition each student to an appropriate public or private school classroom with the necessary skills and strategies to be a successful and independent learner.

At Wings, students work in an individualized, small group setting where the curriculum provides opportunities for each child to be challenged and to excel. Teachers use language-based, multi-sensory and interactive teaching methods to make learning accessible for every child.

We are currently looking for an Executive Director. This position reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

### **Essential Duties and Responsibilities:**

#### **School Operations & People Management**

- Lead and manage 26 employees including a Clinical Director, lead teachers and administrative staff.
- Oversee all HR functions, including recruiting, benefits, and other HR duties for both staff and interns.
- Promote staff development and education, and assist program staff in applying their specialized expertise to the organization's programs. Responsible for program supervision and management.
- Establish processes to measure, learn from, and improve program effectiveness.
- Maintain a culture that attracts, motivates and retains a diverse staff of top quality people.
- Manage multiple projects and priorities working to satisfy internal and external requests.
- Oversee maintenance of official records and documents, and ensure compliance with federal, state, and local regulations.
- In partnership with the board of directors, conduct official correspondence and execute legal documents.
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#### **Finance**

- Oversee preparation of the budget and annual plan for board approval. Ensure the organization operates within budget guidelines.
- Manage the annual budget approved by the board, produce monthly financial reports, and oversee cash flow management, A/R collection, and expense controls.

### **Public Relations & Communications**

- Consult with community leaders, national and international educators, in a regular assessment of WLC's programs, mission, vision and strategy.
- Establish sound working relationships and cooperative arrangements with centers of higher learning, school districts, community groups, parent and state and federal government organizations.
- Serve as the lead person in working with parents and community contacts.

### **Strategic Planning and Development**

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Develop new initiatives, alliances, and partnerships.
- Provide leadership in developing education programs, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain a working knowledge of significant developments and trends in the field of autism education and research.
- Oversee design and implementation of effective fundraising and resource development strategies, including but not limited to grants, major donor development, strategic funding partnerships, and other income generation opportunities.
- Promote active and broad participation by parents and volunteers in all areas of the organization's work.

### **Qualifications:**

- Bachelors degree required, advanced degree preferred.
- 15+ years of executive experience leading 10+ employees in an organization.
- Experience in a school and/or non-profit setting preferred.
- A proven track record of management success with full financial, program planning and operations responsibilities.
- Strong understanding of our mission, and ability to serve as a passionate, effective advocate within the community.
- Confidence, flexibility, and the ability to lead, plan, and manage change are essential.
- Experience in managing, guiding, and developing a professional staff with an emphasis on teamwork and teambuilding.
- Ability to generate respect and trust from staff and external constituencies.
- Excellent judgment, strategic thinker, enthusiastic and entrepreneurial.
- Exceptional interpersonal, communication, public speaking and presentation skills.

In addition, it would be helpful to have experience in the following areas:

- special education, psychology, or a clinical setting
- contacts with national and local organization's or school districts

Salaries at Wings Learning Center are commensurate with education, experience and responsibility. An attractive compensation package will be commensurate with background.

For organizational background see [www.wingslearningcenter.org](http://www.wingslearningcenter.org)

**To apply, please send a cover letter and resume to : WingsIEC@wingslearningcenter.org**