

Job Title: Executive Director

Organization: Inattentive ADHD Coalition

Salary Range: open to negotiation

Job Type: Part-time, Virtual

About the Inattentive ADHD Coalition

The Inattentive ADHD Coalition (IAC) is a small, dynamic organization committed to getting all children with ADHD screened by the second grade and diagnosed and treated by age 8. We are committed to educating adults, therapists, and clinicians about ADHD in adults so they are readily and correctly diagnosed when they seek help.

We focus on making a meaningful impact through our informative website at www.iadhd.org, recorded interviews posted to YouTube, our podcasts, and various other social media campaigns that educate about ADHD and its potential treatments. Our current campaign focuses on raising awareness about identifying girls with ADHD before they finish second grade.

The organization was recently started, and the 2024 budget is fully funded. We seek a dedicated and experienced Executive Director to lead our team and ensure sustainability for the future.

Responsibilities:

Strategic Leadership:

- Collaborate with the Board of Directors to develop and refine the organization's strategic vision and goals
- Take an active role in recruiting and developing future board members
- Provide visionary leadership to ensure the effective implementation of the organization's mission
- Monitor and evaluate program outcomes to measure success and adjust strategies accordingly

Fundraising and Development:

- Develop and implement a comprehensive fundraising strategy to ensure the organization's financial sustainability
- Identify and cultivate relationships with potential donors, sponsors, and partners
- Plan and execute fundraising events, campaigns, and grant applications to meet budgetary needs
- Explore innovative and creative ways to diversify funding sources

Financial Management:

- Oversee the day-to-day financial operations, including budgeting, financial reporting, and expense management
- Work closely with the Board to develop and monitor annual budgets that align with the organization's goals

Community Engagement:

- Build strong relationships with community stakeholders, including volunteers, supporters, and partner organizations

- Represent the organization at community events, conferences, and public forums.

Team Management:

- Provide effective leadership and supervision to staff members and volunteers.
- Recruit volunteer and paid staff to help meet the organization's needs
- Foster a positive and collaborative work environment that encourages creativity and innovation

Qualifications:**Passion for the Mission:**

A genuine commitment to the mission, values, and focus of the Inattentive ADHD Coalition

Leadership Skills:

- Strong leadership and management abilities with the ability to motivate and inspire a team, donors, and other stakeholders
- Strategic thinking and the ability to translate vision into actionable plans

Fundraising Experience:

- Proven track record of successful fundraising in a non-profit environment. The Executive Director's salary for second and future years will need to be raised during the first year of employment
- Experience with grant writing, donor cultivation, and event planning

Financial Acumen:

- Experience in financial management, including budgeting and financial reporting

Community Engagement:

- Excellent communication and interpersonal skills with the ability to build and maintain relationships with diverse stakeholders

How to Apply:

Interested candidates should submit a resume, cover letter, and three references to admin@iadhd.org.

The Inattentive ADHD Coalition is an equal-opportunity employer.