



**Position Title: Executive Director**

**Position Description:**

The Spina Bifida Association of Northwest Ohio (SBA of NWO) seeks an experienced and entrepreneurial individual to manage and grow the SBA of NWO. This is a part-time position.

**Responsibilities:**

- Office Operations: build SBA of NWO in Northwest Ohio area with infrastructure to support day-to-day operations; handle mail, phone and email communications, establish efficient internal procedures and systems to support the association's growth.
- Programs and Services: develop and direct educational activities to meet the needs of the Spina Bifida community in Northwest Ohio, implement programs to generate revenue; respond to requests for information and technical assistance; coordinate advocacy activities; maintain website.
- Finances: monitor annual budget; work closely with Board members to identify funding resources and secure grants and sponsorships.
- Relationships: forge relationships with existing nonprofit resources and expertise throughout the state; identify partners for specific programs; maintain active contact with the National

**Requirements:**

- Passion for the mission and vision. Entrepreneurial spirit to move the SBA of NWO to the next level of development.
- Hands on leader, willing to serve as a start up staff of one; able to work independently
- Experience working with associations or other nonprofit groups.
- Proven fundraising skills to include developing long-term relationships with funders and sponsors.
- Business acumen; basic understanding of budgets and financial statements. Fiscally responsible.
- Program development experience
- Excellent written and oral communication skills
- Ability to work cohesively with Board members
- Exceptional organizational skills
- Spina Bifida Association to exchange effective practices.

**To Apply:**

Please send cover letter, salary requirements and resume to [tcoogan@sbaa.org](mailto:tcoogan@sbaa.org) by September 30, 2009.