**Executive Director Posting May 2018**

Here’s your opportunity to make a difference at an educational setting serving children with autism and other developmental disabilities with a team dedicated to the mission of enhancing the lives of these children and their families. Matthew’s Center seeks a dynamic leader to become its next Executive Director. Come lead a talented team at this private non-profit school for children ages 5 to 21 that employs the latest Applied Behavioral Analysis (ABA) principles and strategies to meet the needs of the students. Located in Manassas, VA within easy commuting distance from Washington, DC, the Matthew’s Center serves children from Central to Northern Virginia.

The Executive Director provides the overall leadership and strategy for business operations and organizational growth. The Executive Director is expected to be a thought leader in innovative business models to assure financial sustainability of the organization.

The Executive Director will be comfortable in a "shared leadership" culture that values inclusiveness, integrity, personal and professional growth, empowerment, creativity, entrepreneurship and collaboration. The ideal candidate will have a demonstrated passion for the education and development of children with autism, and a deep compassion for and understanding of the challenges faced by affected families. The Executive Director operates with a high level of integrity and purpose, is charismatic, diplomatic, driven, personable, and inspiring. The successful candidate will embrace and carry forward the mission of enhancing the lives of children and families affected by autism.

Core Responsibilities

Leadership and Management

* Lead the strategic growth of the school
* Organization’s primary spokesperson
* Lead, coach, develop, and retain a staff of 32 with 4 direct reports
* Direct the recruitment, training, retention, performance, and professional development of staff
* Engage with and inspire Matthew’s Center board members, clients, customers, volunteers and donors
* Ensure that MC is fiscally and administratively sound and that its infrastructure is well-managed and balanced

Business Development and Communications

* Cultivate and expand relationships with MC stakeholders and community interests
* Develop diverse and creative sources of revenue including the identification of new individual and corporate donors
* Ensure a method of tracking effectiveness of fundraising initiatives
* Continue to develop partnerships and networks of resources to support autism awareness and gain public visibility of the organization

Organizational Growth

* Work with the Board of Directors to refine and measure effectiveness of MC’s strategic business plan and develop a plan for organizational growth
* Continue to improve and refine current curriculum for MC students, bringing standardization to MC’s high quality programs
* Design new curriculum delivery models to attract a wider, more diverse student body
* Forge collaborations and partnerships that ensure organizational growth and a wide range of services that support MC’s mission and clients

Desired Skills and Experience

* Strong entrepreneurial spirit and ability to foster organizational development and innovation
* Proven experience with grant writing and working with foundations, stewarding individual donors, driving grassroots fundraising campaigns, and engaging the Board of Directors in fundraising and development efforts
* Demonstrated ability developing and operationalizing strategies for taking an organization to the next stage of growth
* Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
* Past success working with a Board of Directors with the ability to cultivate existing board member relationships, and recruitment and orientation of new board members.
* Master’s degree in Administration or Supervision in Education.
* Minimum of 7 years related experience with 3 years experience in management or administrative position for a non-profit organization.

Applications accepted through 6/10/2018.

Matthew’s Center is an equal opportunity employer