



EXECUTIVE DIRECTOR

Position Overview

The Executive Director (ED) is responsible for the overall leadership, strategic direction, and day-to-day management of the organization. This role ensures the non-profit fulfills its mission, operates sustainably, and delivers meaningful impact in the community.

The ED serves as the primary liaison between the SASS Executive, volunteers, donors, and community partners, while fostering a culture of accountability, compassion, and excellence.

Key Responsibilities

- Strategic Leadership & Vision
- Operational Management
- Financial Management & Sustainability
- Fundraising & Community Engagement
- Team Leadership & Culture
- Program Oversight & Impact

Qualifications & Experience

- Proven leadership experience (non-profit experience preferred)
- Strong understanding of governance, budgeting, and operations
- Experience in fundraising or donor relations is an asset
- Strong experience in Microsoft Office – Word, Excel & Outlook
- Excellent communication and relationship-building skills
- Ability to manage multiple priorities
- Passion for the organization's mission to help families on the Autism Journey

Core Competencies

- Strategic thinking and execution
- Leadership and team development
- Relationship management
- Problem-solving and adaptability
- Financial acumen
- Integrity and accountability

COMPENSATION

The **Executive Director** will be a contract position with annual compensation of \$5,000 annually. We would love to pay more for this important role, but we have a modest budget at this time.

HOURS OF WORK

This position will require approximately 4 hours per week with some weeks less and some more, depending on SASS Meetings & Events.

- **September through May** are busier times of the year with SASS Monthly Meetings & Community Events. Our heaviest event months are Nov/Dec and April (Autism Acceptance Month).
- **June, July & August** are the lighter work months and primarily used for SASS Planning and managing incoming emails & requests.

REPORTING STRUCTURE

- Reports to The SASS Executive

TRAINING

The successful candidate will spend the **next year side-by-side** with the Founder and current President of SASS to learn everything!

- There are systems, processes & templates for all SASS Activities.
- You will receive the **SASS Laptop** to work exclusively on along with a **small file cabinet** to keep and maintain important SASS items.
- You will also receive the inventory of SASS items we have related to brochures, bags, business card, signage, etc.

You will also be **fully supported** by the SASS Executive: President, Vice President, Secretary & Treasurer.

We will provide an overview and in-depth training on our core operating systems:

- Microsoft Office – Word, Excel & Outlook
- Website Hosting – WIX
- Facebook & Instagram – Social Media Platforms
- Online Banking & Pay Pal
- CanadaHelps.org
- Grant Portals

SUCCESS MEASURES (First 12 Months)

- **Alignment with Board and Clear Strategic Priorities**
 - Plan & Prepare for Annual General Meeting (AGM) (April)
 - File AGM with Societies & Register any changes to the Executive (April)
 - Meet with the Executive in June or July to map out the Year Ahead (Sept-May)
- **Manage Day-to-Day Activities:**
 - Answer emails for sooke.sass@gmail.com
 - Answer inquiries through SASS FB Messenger
 - Overseeing the SASS FB Page
- **Oversee & Facilitate the SASS Monthly Meetings:**
 - Book Venue
 - Identify Topics & Guest Speakers
 - Ensure Event is created on SASS FB Page with reminders
 - Prepare & Bring Agenda
 - Thank You Card & Tim Card to Thank the Speaker
 - Have Draw Slips & Prize Give-Away for Participants
 - Post a summary of the SASS Meeting on FB same day/next day
- **Coordinate the Community Events & Supports:**
 - Holiday Craft & Care Packages - November
 - Sensory Santa (with volunteer photographer) – November
 - Festival of Trees (with Seaparc) - November
 - Santa Pancake Breakfast (with Sooke Lions Club) - December
 - Easter Egg Hunt (with SWIM Therapy) – March/April
 - Annual Bottle Drive - April
 - Sookearama – April
- **Organize our Core Community Programs:**
 - SASS 18+ Social Group
 - Sibkids Sibshops
- **Oversee the SASS Financial Grants & SASS Scholarships related to:**
 - Private Swim Grants (10 families Grant provided by Sooke Lions Club)
 - Summer Camp Grants
 - Promote & Coordinate with EMCS for the Annual SASS Scholarships
 - SASS Ambassador of Inclusion (someone who supports positive inclusion)
 - SASS Individual Support (someone with special needs)

- **Marketing & Community Awareness**
 - Update and maintain the **Website** as needed for the Meeting Series, Application Forms, Executive Updates, etc.
 - Liaise with the Executive for **Facebook & Instagram** updates as needed
 - Liaise with the **Sooke Regional Library** to maintain the SASS Resource Hub
 - Order **business cards, brochures, notebooks, bags, & stress balls** as needed
 - Coordinate the **SASS Welcome Package** (SASS Swag & Community Brochures)
 - Engage **other forms of marketing** as and when needed: articles, radio stations, etc.

- **Financial Stability & Budget Adherence**
 - Create Annual Budget
 - Monitor & Track Budget
 - Distribute Checks for Grants & Vendors
 - Deposit Checks and Cash for SASS
 - Liaise with Bookkeeper
 - File Annual Taxes for SASS (April)
 - Renew Annual Commercial Insurance (October)

- **Progress in Fundraising & Engagement**
 - Nurture existing relationships with key stakeholders
 - Establish new relationships with community stakeholders
 - Prepare the Annual Year-at-a-Glance (January)
 - Connect with our various stakeholders through email, and promoting them on our FB page and meeting Agenda's
 - Approach local businesses for \$25 Gift Cards for our Meeting Draws (8 of them)
 - Promote SASS support through private & corporate donations, FB fundraisers
 - Oversee and manage the SASS Bottle Depot Account
 - Complete Grant Applications to ensure ongoing revenue source

- **Positive Team Culture & Attraction of Awesome SASS Executive**
 - Work collaboratively & positively with the SASS Executive, SASS Members, and the community at large