

Position Title: Associate Executive Director
Targeted Annual Salary: \$70,000 (plus benefits)

About the Autism Society of Minnesota (AuSM)

Established in 1971, AuSM is a 501(c)(3) nonprofit organization committed enhancing the lives of individuals and families affected by Autism Spectrum Disorder. AuSM serves Minnesotans, throughout their lives, with a fundamental commitment to advocacy, education, support, collaboration, and community building.

At AuSM, equity and inclusion are central to our mission. Bringing diverse perspectives together supports strategic creativity for meeting challenges and focusing on growth. We strive to develop a workplace that reflects the communities we serve – in age, gender identity, race, sexual orientation, physical ability, neurodiversity, and ethnicity. We value our team members and want everyone to feel confident in bringing their full, authentic selves to work.

AuSM is a growing organization with potential for expansion of service and impact. The opening of this new position marks an organizational chapter in which a dynamic leader with versatile abilities and leadership skills can sustain and strengthen our hallmark programs. The position works in tandem with the Executive Director to build internal and external practices, resources, and relationships that will carry AuSM into its next stage of organizational evolution and development.

Position Description

This position reports to the Executive Director. The person in this role will absorb the planning, direction, and coordination of core departments in partnership with the Executive Director. That work will entail but not be limited to planning, directing, and overseeing operational activities and various teams in the organization, as well as collaborating with the Executive Director to develop and implement efficient operations and cost-effective systems to meet current and future needs of the organization.

Responsibilities:

- Establishes, implements, and communicates the strategic direction of AuSM’s operations division.
- Collaborates with the executive leadership team to develop and meet organizational goals while supplying expertise and guidance on operations projects and systems.
- Collaborates with all departments to carry out the organization’s goals and objectives.
- Ensures that departmental decisions and project plans such as those for staffing, development, programs, and services are in line with the AuSM’s vision, mission, and strategic plan.
- Identifies, recommends, and implements new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials.
- Establishes, communicates, and implements operations-related policies, practices, standards, and security measures to ensure effective and consistent support and execution.
- Manager to the organization directors.
- Reviews and approves organizations budget and staffing requirements for projects.
- Presents periodic performance reports and metrics to the executive director and other leadership.
- Identifies training needs and ensures proper training is developed and provided.
- Performs other related duties as assigned.

Required Skills

- Bachelor's degree or equivalent combination of education and experience.
- Financial Acumen (strategical direction, reporting, financial development).
- Team management experience – supervision and coordination of integration ability.
- Ability to multitask in a changing work environment, while managing competing demands and unexpected events. Willingness to change approach to best fit the situation.
- Comfortable with public speaking.
- Excellent verbal and written communication skills.
- Ability to work independently and in a team to meet deadlines.
- Strong organizational and time management skills.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.

Preferred Skills

- Experience working in the nonprofit sector.
- Experience working with Neurodiverse community.
- Grant writing experience.

Position Hours

Flexible in-office hours.

Position hours 40 hours a week, salaried, non-exempt with benefits.

To Apply

Please send a letter of interest and attached resumé or CV to humanresources@ausm.org

First-round interviews are targeted to begin in mid-late July.

If accommodations for interview are desired, please include requests in correspondence with human resources.