

**AUSTRALASIAN SOCIETY FOR THE STUDY OF INTELLECTUAL DISABILITY
EXECUTIVE OFFICER**

\$100,000 package pro rata
based on experience and track record

38 hours a fortnight.

ASSID is a highly regarded professional association for people with an interest in:

- the rights and contribution of people with an intellectual disability,
- research that promotes the wellbeing of people with disabilities,
- high ethical standards of practice in the field, and
- the dissemination of information that supports all of the above.

ASSID is a collaborative network which means that you will need to be able to work with different people across diverse organisations and backgrounds in order to bring out their strengths and engage them in our activities.

The Board of Management is seeking to appoint a new part time Executive Officer to build further on ASSID's success. We seek a strategic, entrepreneurial and community focused individual to lead the exciting next phase of this respected organisation. To effective in this role you will need to have:

- Experience in securing foundation/corporate funding
- High level analytical skills, including ability to analyse funders' needs and requirements
- Capacity to develop and implement growth strategy, including working with potential industry and community partners
- Excellent written communication skills, including professional tender writing skills
- Excellent project management skills
- Ability to communicate with and engage people effectively to achieve result
- Commitment to the people with disabilities, the goals and objectives of ASSID,
- Ability to understand and apply Business Excellence principles
- Proven experience as a member of an organisation's Senior Management Group
- Business acumen
- Flexibility and adaptability

This is a rare and career defining opportunity and will offer an attractive remuneration package to secure a unique professional keen to lead the organisation forward.

The position is for 38 hour a fortnight, exact days to be negotiated.

Applications are required to be submitted electronically in Word format only and should be forwarded to assid.nat@bigpond.com

To apply for this position please include a covering letter, statement addressing the selection criteria and your resume, including the names and contact details of two professional referees.

The successful applicant will be asked to undertake a police and financial background check.

Shortlisted candidates will undertake a series of interviews which may include face to face, telephone or video-teleconference interviews.

Closing date January 29th 2010.