

Executive Director

Autism Pensacola, Inc. | Pensacola, FL | Full-Time

About Autism Pensacola

Founded in 2002, Autism Pensacola is a 501(c)(3) nonprofit dedicated to connecting families in Escambia and Santa Rosa counties with the resources, support, and answers they need. As the leading voice for autism advocacy, education, and community engagement in the Pensacola Bay Area, we work to empower individuals and families affected by autism through education, support networks, advocacy, and enriching social programs. Our mission is to change how the community understands and supports autism, helping families shift from "mission impossible" to "mission achievable" through strong relationships, resources, and hope.

Position Overview

Autism Pensacola seeks a dynamic, compassionate, and strategic Executive Director to lead the organization into its next chapter of growth and impact. The Executive Director will oversee operations, programs, fundraising, community outreach, and staff leadership, collaborating closely with the Board of Directors to achieve the mission and strategic goals.

Key Responsibilities

- Provide visionary leadership and manage daily operations of all Autism Pensacola programs and activities.
- Invest significant time in building and maintaining relationships with donors, community partners, government agencies, and stakeholders.
- Develop and execute fundraising strategies, including grant writing, events, and donor stewardship, to ensure financial sustainability.
- Oversee financial operations, including budgeting, reporting, and fiscal accountability.
- Supervise and support our dedicated team of staff, interns, and volunteers, fostering a positive, mission-driven workplace culture.

- Partner with the Board of Directors on strategic planning, governance, and policy development.
- Serve as the chief spokesperson, representing Autism Pensacola at events, meetings, and in the media.
- Ensure program quality and effectiveness, adapting services to meet evolving community needs.

Qualifications

- Bachelor's degree, advanced degree in nonprofit management, education, social work, public administration, or related field preferred.
- Preferred leadership experience.
- Proven success in fundraising, donor relations, and grant writing.
- Exceptional organizational, communication, and leadership abilities, with a compassionate and collaborative approach to building trust and accountability.
- Passion for and knowledge of autism and neurodiversity strongly preferred.
- Managing budgets and nonprofit financial reporting.
- Strong public speaking and community engagement skills.

Preferred Skills

- Familiarity with Northwest Florida's nonprofit and philanthropic landscape.
- Experience working with boards of directors and volunteer leadership.
- Proficiency with nonprofit technology tools, such as donor management software or social media platforms.

Salary

Starting \$55,000

Benefits

- Paid holidays and vacation time.
- Professional development opportunities.
- Hybrid work environment with flexible scheduling.
- 75% paid medical for employees only.

- Meaningful work directly impacting the autism community.

How to Apply

Email your resume, a cover letter, and three professional references to careers@autismpensacola.org with “Executive Director Application” in the subject line. Applications will be reviewed on a rolling basis until the position is filled. Autism Pensacola is an equal opportunity employer committed to diversity, equity, and inclusion.