

The responsibilities of the Executive Director of the FFAST shall be:

1. The position of the Executive Director may be equated to that of any senior operating office employed by any professional organization.
2. As such, the Executive Director assumes control and management of the administrative processes of the operation of the FFAST.
3. It is essential that the executive brings to the position an ability to adopt broad, comprehensive views of the organization's objective, as well as an ability to establish and implement the necessary steps of the attainment of goals.
4. The Executive Director is responsible for the smooth running and successful implementation of the organization's operations.
5. It is recognized that income is of paramount importance to any organization and emphasis is slanted toward the task of fundraising.
6. The Executive Director is accountable for all of FFAST's operating affairs and will make timely reports to the Board of Directors/Advisory Council.

The Executive Director shall perform the following tasks or duties:

1. Serve as primary staff for the Board of Directors/Advisory Council
 - a. Coordinate with Co-Chairs meeting agendas.
 - b. Attend all regular and special meetings of the Board of Directors/Advisory Council.
 - c. Support all Board of Director Committees.
 - d. Keep Board of Directors/Advisory Council informed by timely reports deemed necessary by the Executive Director, required by the Board, required by the by-laws, and/or required by law.
 - e. Identify and research issues for the Board of Directors/Advisory Council.
 - f. Plan and execute the operations of FFAST in accordance with the by-laws and policies of the Board.
 - g. Develop and present to the Executive Committee a strategy for accomplishing the objectives of the Board of Directors/Advisory Council.
2. Serve as primary contact for Information and Communications
 - a. Public Relations
 - b. Be the liaison between FFAST and elected officials, other nonprofit organizations state and federal governmental agencies, the assistive technology industry

- c. First point of contact or spokesperson as appropriate
- d. Information repository
- e. Maintain a personal understanding of local, state and federal laws and regulations as they apply to the mission and operations of the organization.

3. Serve as a fundraiser

- a. Research grant opportunities.
- b. Pursue grants that are consistent with the mission of FFAST.
- c. Assist members of the FFAST Board of Directors/Advisory Council in the development of corporate partners for current projects.
- d. Assist members of the FFAST Board of Directors/Advisory Council in the development of fundraising vehicles for the organization.

4. Manager of FFAST Team Members

- a. Supervisor of Team Members (including conducting staff evaluations).
- b. Develop Team Members position descriptions and make hiring and termination decisions.
- c. Recruit and screen candidates for Team Members positions.
- d. Back up other staff as necessary.

5. Finance and budget oversight.

- a. Develop a budget to ensure delivery of FFAST Services in compliance with best practices in the fields of assistive technology and social services.
- b. Ensure all expenditures were reasonable and linked to FFAST Services.
- c. Provide the Board of Directors/Advisory Council with accurate financial statements.
- d. Provide oversight to ensure timely processing of invoices.
- e. Follow FFAST Financial Processes.
- f. Provide leadership to ensure the annual audit has no material documented findings.

6. Manage the Service Delivery Model

- a. Facilitate activities to ensure the following services are provided to Floridians with disabilities:
 - i. Information and Referral Activities,
 - ii. State Financing Activities,
 - iii. Recycling, Refurbishment, and ReUse Activities,
 - iv. Device Exchange Activities,

- v. Open-ended Device Loans
- vi. Short-term Device Loans
- vii. Device Demonstrations
- viii. Trainings
- ix. Technical Assistance activities to elected officials, other nonprofit organizations, state and federal governmental agencies, and the assistive technology industry, and
- x. Public Awareness Activities.

- b. Collaborate with elected officials, other nonprofit organizations, state and federal governmental agencies, and the assistive technology industry to ensure funding options for assistive technology is maintained and when available expanded.