



OPPORTUNITY PROFILE: EXECUTIVE DIRECTOR



OVERVIEW

Founded in 2009, Club 21 is a dedicated non-profit organization that empowers families to identify the needs of their child with Down syndrome and teaches them how to navigate the medical, educational and regional center systems to maximize their child's potential.

Are you the leader we are searching for who will fit into our loving organizational culture and expand our impact?

Club 21 is looking for its next visionary leader to serve as our second Executive Director. Club 21 is a provider of educational tools and resource that enable individuals with Down syndrome to be fully included. Located in Pasadena, this fifteen-year-old nonprofit has cultivated a rich community of families who are on a journey together.

We are searching for a person with leadership experience and someone with knowledge of the Intellectual/Developmental Disabilities field. We hope to find a leader with a track record of success in leading people, cultivating community, developing donors and building strategic partnerships with ancillary nonprofit organizations.

www.clubtwentyone.org

About Us

Club 21 Learning and Resource Center

From first diagnosis onward, Club 21 empowers families to identify the needs of their child with Down syndrome and teaches them how to navigate the terrain of the medical, educational, and Regional Center systems to maximize their child's potential. For that to be a reality, family support, school support, direct educational training, and community building are essential. All of our programs and services fall into these 4 categories. Club 21 believes education has the power to change lives, communities and the world. Through its educational pathway, Club 21 is changing the narrative of Down syndrome and opening doors so that individuals with Down syndrome can be fully included and live healthy, self-determined and fulfilling lives.

Our Vision

We envision a society enriched by the inclusion of individuals with Down syndrome.

Our Mission

To provide the educational tools and resources that enable individuals with Down syndrome to be fully included.

Our Goal

To equip and teach, at every step of the journey, so that individuals with Down syndrome will have:

1. Opportunities for Lifelong Learning
2. Independence/Interdependence
3. Communities of Belonging
4. Meaningful Employment

Our Values

- Raising Expectations (Vision)
- Family/Educator Support (Educate)
- Innovation (Think Outside The Box)
- Building Community and Support (We All Belong)

The Position

The Executive Director will lead and manage the overall operations of Club 21, ensuring the organization achieves its mission and strategic goals. This role involves overseeing a team of approximately 10 full and part-time employees and managing an annual budget of \$800,000. The Executive Director will work closely with the Board of Directors, staff, volunteers, and community partners to enhance the organization's impact and sustainability.

Leadership and Management

Community Engagement and Advocacy

Strategic Planning and Implementation

Board Relations

Fundraising and Financial Management

Human Resources Management

Program Development and Advocacy

Organizational Culture

The Ideal Candidate

Minimum Qualifications

- Bachelor's degree in Non-Profit Management, Education, Social Work, or equivalent
- Strong interpersonal and communication skills, with the ability to engage diverse stakeholders.
- Minimum of 5 years of leadership experience in a non-profit or related sector.
- Passion for the mission and values of Club 21.
- Proven track record in fundraising, financial management, and strategic planning.

Preferred Qualifications

- Experience in the field of disabilities or a related field.
- Direct, personal experience with the Down syndrome community.



Organization Culture



Club 21 embodies a deeply collaborative, family-like culture centered on genuine care and shared mission. The staff operates as a tight-knit, supportive team where roles overlap naturally and everyone contributes beyond their job descriptions with an "all hands-on deck" mentality. The culture is characterized by flexibility and autonomy, with minimal micromanagement and accommodation for work-life balance, though this sometimes creates challenges around structure and organization. At its heart, this is a "people-first organization" where staff, board members, and families all feel seen, valued, and part of something meaningful.

The organization creates a unique sense of belonging for the Down syndrome community, offering both emotional support during crisis moments and celebration during joyful milestones. While the culture thrives on passion, grassroots energy, and the founder's visionary leadership, there's recognition that growth will require more systematic approaches to decision-making and organizational structure. The environment is welcoming and inclusive, though leadership acknowledges ongoing challenges in reaching all communities they aim to serve. Overall, it's a place where people come not just to work, but to be part of a mission-driven community that genuinely impacts families' lives in profound ways.



The Application Process

Interested candidates should submit a comprehensive application package including:

1

Cover letter addressing your interest in the position and alignment with our mission.

2

Detailed resume highlighting relevant experience and accomplishments.

3

3 professional references.

4

Send to:
info@clubtwentyone.org.

Applications will be accepted starting: August 12, 2025

Applications will be reviewed on a rolling basis. The organization is committed to conducting an inclusive and thorough search process. We encourage applications from individuals with personal or professional experience in the disability community.



CONTACT US



Phone
(626) 844-1821



Email
info@clubtwentyone.org



Office Address
**539 N Lake Ave
Pasadena, CA 91101**

