

Centre Region Down Syndrome Society (CRDSS)
Job Description: DIRECTOR (part time)

Centre Region Down Syndrome Society is a vibrant, hands-on organization that provides individuals who have Down syndrome and their families the tools, resources, and support necessary to participate in, contribute to, and achieve personal health and fulfillment. CRDSS acts as an advocacy organization promoting public awareness and supporting lifelong opportunities for individuals with Down syndrome. Our vision is to create communities that embrace Down syndrome, empower individuals, and promote opportunities for meaningful lives. More information is online at centreregiondownsyndrome.org.

POSITION SUMMARY

The Director is the sole employee of the organization and works with the Board of Directors to achieve the Society's stated mission, goals, and objectives. The Director is the face of the organization, advocates for our members, provides strategic direction, fully engages the board, organizes events, leads fundraising efforts, delivers programming, and oversees daily operations to fulfill our mission. We seek a leader with high energy to maintain and build relationships with members, donors, and volunteers.

SKILLS & QUALIFICATIONS

- Bachelor's degree or comparable experience, with the ability to work independently
- Skilled in Microsoft Office and Google Suites
- Superior interpersonal, written, oral, and social media communication skills
- Familiarity with and empathy for those with Down syndrome and their families
- Preferred experience in fundraising and event planning, nonprofit environment, CRM systems and online peer-to-peer fundraising platforms, financial management, website maintenance, and materials development i.e. brochures, newsletters, etc.

RESPONSIBILITIES

- Oversee day-to-day operations of the organization
- Ensure that financial tasks, including bill payment and financial reporting are accurate and timely
- Maintain the (Salesforce) database of members, advocates, donors, and volunteers.
- Conduct all fundraising efforts including the solicitation of sponsorships, corporate gifts, and individual donations. Likewise, ensure that all appropriate and timely acknowledgments are issued.
- Manage the application and award process for the Enrichment Fund.
- Communicate regularly with the CRDSS communities via the listserv, website & social media
- Oversee and ensure the successful coordination of the Central PA Buddy Walk.
- Ensure the development of all annual social events, including the YES21 program, 3-21 Dance, summer events, and the Holiday Party.
- Ensure the development of educational programming of interest to members
- Provide staff support to the Board of Directors including meeting agendas and treasurer support
- Assist the Board in short-term and long-term strategic planning

AVAILABILITY:

This a part-time position and begins on January 1, 2024.

TO APPLY:

Submit a cover letter and resume electronically to jobs@centrecountydownsyndrome.org with the subject line: 'Director Job Search' or by surface mail to Attn: Hiring Committee, CRDSS, 210 West Hamilton Avenue, Box 315, State College PA 16801. Resume review will begin immediately and the position is open until a suitable candidate has been identified. The CRDSS is an Equal Opportunity Employer.