

## **Program Director for the Down Syndrome Association of West Michigan**

Is your favorite day on the job when you get to work with other people in a group? Are you excited to meet new people and spread your enthusiasm to others? Do you charm and persuade others even in difficult situations? Do deadlines and time pressure motivate you?

If this is you, we want you as our Program Director! See the details of the position below.

### **Job Description:**

The Program Director creates and executes implementation plans for each program and devises a funding method to pay for each program. As Program Director, you will jump in and immediately make connections so we may fully support our families with programming that meets their needs. We need someone who will be excited to share DSAWM's vision and mission and thinks that managing and getting the best out of volunteers is fun! You will be the program expert and will track participation rates and explore funding options. You will ensure that the programs we offer are relevant to our membership and are well executed. We need a person who will relentlessly pursue our goals. Our Program Director MUST demonstrate sensitivity, awareness, and commitment to supporting individuals with Down syndrome and their families. You will be, for many of our members, their primary point of contact; therefore, you must be easy to talk to, empathetic and approachable.

Here are some examples of the work your day would include:

- Identify opportunities for improved efficiency.
- Train volunteers who you can comfortably delegate program execution steps.
- Closely collaborate with the rest of the team, create and implement a marketing and funding plan for each program.
- Manage resources and independent contractors needed to support programs.
- Daily program management – comfortably and independently handle problems that pop up.
- Update and maintain online calendar of programs.
- Identify opportunities to partner with organizations to reduce programming costs.
- Manage the New Parent Program by proactively connecting with our new members on a regular basis and tracking our effectiveness within our medical outreach program.
- Assist as needed with DSAWM fundraising and public awareness events.
- Must be able to work occasional nights and weekends based on the calendar of events.

For more information about our programs and services, view our website at [www.dsawm.org](http://www.dsawm.org).

### **Job Requirements**

To be successful in this role, candidates should possess the following:

- Willingness to learn and a can-do attitude.
- Desire to deliver quality results.
- Experience in volunteer and project management.
- Superior interpersonal, written and oral communication skills.

- Ability to manage multiple tasks in a fast-paced changing environment.
- Proficient computer knowledge of Microsoft Office suite.
- At least two years of work experience related to providing program support.
- A bachelor's degree or commensurate experience.

**Availability**

32 hours a week. Hours vary and include nights and weekends as needed due to programming, fundraising and member events, but typical office hours will be 9-5 Tuesday – Friday.

**Compensation**

Annual salary of \$33,000, vacation and holiday pay.

**Company Overview**

The DSAWM is a resource and advocacy organization promoting public awareness and supporting lifelong opportunities for individuals with Down syndrome and their families. Our vision is to create communities that embrace Down syndrome, empower individuals and promote opportunities for meaningful lives.

At DSAWM, we encourage staff to maintain a healthy work-life balance and we make decisions that align with our core values of service, healthy lifestyle, empowerment, inclusion and continuous improvement.

**How to Apply for this Position**

Submit resume and cover letter electronically to [director@dsawm.org](mailto:director@dsawm.org) or US mail to Attn: Executive Director, DSAWM 233 Fulton St. E, Suite 124 Grand Rapids, MI 49503. Application deadline is August 17<sup>th</sup> at 5:00 p.m.

The DSAWM is an EOE.