

LIFESPAN JOB DESCRIPTION

JOB TITLE: Director
PROGRAM: Statewide Caregiver & Respite Coalition
SUPERVISOR: President/CEO
STATUS: Nonexempt, part-time 20 hours per week

SUMMARY

Under broad guidelines, established by the President/CEO, oversees programmatic services for the Statewide Caregiver & Respite Coalition.

DUTIES AND RESPONSIBILITIES

- ❖ Finance Administration
 - Grant reporting and management
 - Draft annual budget and management

- ❖ General Administration
 - General office management
 - Member services: respond to needs of members, information distribution, etc.
 - Advocacy, membership development and retention, etc.
 - Grant proposal writing and budget preparation
 - Database development and management – membership, caregiver news, trainings, etc.
 - Mailings – newsletter, caregiver news, trainings

- ❖ Event Planning and Management
 - Trainings
 - Work with members to develop and implement regional trainings
 - Develop brochures, secure continuing education credits, and speakers
 - Manage database and registration
 - Maintain budget
 - Develop materials for participants
 - Legislative Conference
 - Assist in the development of agenda and securing speakers
 - Facilities coordination, organizing meals, materials, evaluations, etc.
 - Develop brochures, secure continuing education credits, etc.
 - Manage database and registration
 - Maintain budget
 - Develop materials for participants
 - Honorary Benefit/Journal/Raffle/Awards
 - Develop journal and raffle mailing and materials
 - Follow up with award winners, secure facility and organize detail for event
 - Develop invitation, journal, awards and event program
 - Coordinate mailings for invitations, journal ads and raffle sales
 - Manage database for event participants

- ❖ Publication Management
 - Caregiver News
 - Manage database, increase outreach
 - Develop and distribute monthly newsletter
 - Online News
 - Development of monthly online news

- Website Management
 - Provide on-going updates to website as needed

❖ Other duties as assigned by supervisor

QUALIFICATIONS

EDUCATION: Bachelor's degree required

EXPERIENCE: 5 years of managerial experience, knowledge of caregiver issues and community resources

PHYSICAL AND MENTAL REQUIREMENTS

- Most of the work is performed at a desk or at a personal computer station.
- Strong verbal, written and telephone communication skills are required.
- Strong computer skills needed.
- Interface with all levels of personnel
- Ability to maintain composure under strict deadlines.
- Ability to work in multi cultural situations

Date: October 2010