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