

## American Parkinson Disease Association

### POSITION DESCRIPTION

August, 2016

**Position Title:** Community Development Manager

**Location:** Connecticut Chapter

#### **Brief Description**

The Community Development Manager is responsible for event fundraising, grant writing, volunteer coordination, facilitating the marketing and distribution of materials and communications in the community, and the provision of general information and referral to persons impacted by Parkinson's disease, and ultimately meeting the objectives of APDA's mission that every day, we provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest.

The ideal candidate is familiar with the chapter's culture and geography and has knowledge of health-care, social service and fundraising environments, has marketing and communications strengths, is detailed focused, and possesses ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

#### **PRIMARY RESPONSIBILITIES**

##### **Events, Development & Stewardship**

- Raise donor participation, coordinate organization's marketing efforts, promote APDA to physicians, patients and families, and other places where PD patients may reside
- Write and obtain grants to help defray educational program costs and cultivate new partnerships with other philanthropic organizations or individuals
- Maintain excellent relationships with donors, funders, and stakeholders
- Ensure adequate volunteer pool for events
- Coordinate set up, tear down and administrative support for events
- Oversee event budget and ensure events are in line with budget and are positioned for success.
- Proofread and edit donor and communication materials as needed
- Maintain an up-to-date media list and submit press releases on a routine basis to media outlets statewide
- Serve as a community liaison at community events and meetings
- Establish local advertising relationships with a variety of media
- Maintain donor and stakeholder database
- Compile and disseminate e-news, marketing and mailings
- Maintain a file of all media and important milestones of chapter activity

##### **Information, Referral & Community Engagement**

- Provide general I & R to individuals impacted by PD
- Ensure referral lists are up to date and accessible
- Facilitate the distribution of educational materials in the community
- In partnership with the Executive Director, prepare and analyze data base reports to inform service delivery improvement and enhanced stakeholder relationships.
- Maintain excellent relationships with people with PD, providers and stakeholders
- Ensure events are on all public, newspaper and community calendars
- Maintains a working knowledge of the APDA mission and its programs to address them
- Serve as a community liaison at community events and meetings

## **Administrative Support**

- Execute administrative and coordination functions for educational and fundraising events
- Answer chapter phone; and triage calls to ensure maximum use of human resources
- Provide administrative support to the chapter to ensure ability to meet stakeholder needs
- Maintain adequate supplies (office, educational, outreach and marketing)
- Facilitate monthly invoice submission and assist supported organizations as needed
- Ensures the confidentiality and security of all information
- Assist in grant writing and researching funding opportunities to expand service impact
- Other duties, assigned

## **POSITION REQUIREMENTS:**

- Three years' experience, preferably in a health, social service, non-profit or related field, with fundraising responsibility and engagement with a variety of constituents
- Experience in volunteer management
- Ability to work effectively both independently and in a team environment

## **EDUCATION:**

- Bachelors, preferably in a health-related, social service or communications/marketing discipline

## **RELATED SKILLS AND KNOWLEDGE:**

- Experience with event planning, grant writing, and soliciting sponsors and partnerships, preferably in a non-profit setting
- Excellent communication and interpersonal skills and demonstrated ability to build relationships with all levels of volunteers and staff
- Demonstrated problem-solving and decision making skills
- Ability to organize time, work independently, handle confidential material, and work well under pressure
- Willingness and ability to travel as required to perform job
- Computer proficiency in database management, MS Office/Outlook, social media and marketing platforms

## **CORE COMPETENCIES:**

- Highly Organized
- Stakeholder Focused
- Strong Problem Solving Skills
- Takes Initiative
- Manages Performance
- Team Focused
- Builds Collaborative Relationships
- Trustworthy
- Flexible

**To apply, send cover letter, resume, and references as well as salary history and requirements to:**

**[jobs@apdaparkinson.org](mailto:jobs@apdaparkinson.org)**