

POSITION DESCRIPTION

Position Title:	Community Development Director
Location:	Midwest Chapter (serves the greater Chicagoland market; office based in Wheaton, IL)
Reports to:	SVP, Chapter Development & Field Operations
FSLA Class:	Exempt, Part Time (estimated 25hours/week)

Brief Description

The Community Development Director is responsible for fundraising, volunteer development, facilitating the marketing and distribution of materials and communications in the community, and supporting the provision of programs and services 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 the ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

PRIMARY RESPONSIBILITIES (other duties may be assigned)

Events, Development & Stewardship (50%)

- Lead all fundraising activities, including the annual Optimism Walk, handling planning, sponsorship and fundraising logistics, and volunteer coordination with direct accountability for revenue goals set forth in the annual budget.
- Secure sponsorship and provide planning and logistics support for annual educational events.
- Convert new sponsors into committed supporters.
- Recruit and retain sponsorships to increase revenue goals each year.
- Grow third party events and personal donation campaigns by establishing guidelines, resources and outreach methods and assist donors in implementation.
- Research and secure grant support for programs and services
- Maintain a donor database and generate gift acknowledgements, notifications, tax receipts and other forms of donor acknowledgements as required.

Community Engagement, Education, & Support (50%)

- Maintain and broaden social media presence to increase outreach to the community.
- Maintain the chapter website and platforms, updating content and links to ensure users can easily find valuable information on events, programs and classes.

- Develop and distribute e-blasts and e-newsletters
- Increase awareness of APDA by developing and maintaining relationships with media outlets; write, submit and follow-up on press releases and stories.
- Represent APDA in the community and serve as a community liaison at community events and meetings
- Maintain excellent relationships with donors, people impacted by PD, and other stakeholders
- Maintain a working knowledge of the APDA mission and its programs and services
- Collaborate and partner with the Information and Referral Center to connect those impacted by Parkinson disease to services and resources, and ensure referral lists are up to date and accessible.
- Support the provision of programs, the development and coordination of support groups, and distribution of educational materials to further APDA's goals and to achieve its mission
- Facilitate support and training for APDA branded mission programming
- Analyze activity reports to inform service delivery improvement and enhanced stakeholder relationships.
- Work in partnership with and provide support to the chapter board
- Ensure the confidentiality and security of all information

POSITION REQUIREMENTS:

- BA/BS in social work, public health, marketing, or a related area
- 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

Working Conditions, Physical Demands, Travel
<ul style="list-style-type: none"> • General Working Conditions: Office environment • Physical Demands: primarily a sedentary work environment, along with the ability to stand, sit, feel, crawl, bend, reach; occasional need to lift or move up to 25 pounds • Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use: <ul style="list-style-type: none"> ○ Ability to operate a motor vehicle in accordance with company policy. ○ Ability to use common office equipment such as: telephone, scanner, computer, printer and copier. ○ Computer programs including MS Office and Outlook, related industry and functional databases. • Travel requirements: Up to 25% travel within the chapter's territory, and irregular hours including evening or weekend meetings, or events as needed.

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 requirements to:

jobs@apdaparkinson.org