

The American Parkinson Disease Association is currently seeking a **Program Director** to join their growing organization. This is a full time, exempt, **hybrid** role (a blend of work from home and in-person) and **must live in Providence Metro Area**, to serve the community and attend meetings and events. The ideal candidate is familiar with the Rhode Island geography and culture, has knowledge of Parkinson's disease, the healthcare, social service, and fundraising environments; has relationship-building skills and communications strengths; and possesses ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

### **AMERICAN PARKINSON DISEASE ASSOCIATION:**

Founded in 1961, American Parkinson Disease Association (APDA) is the largest grassroots network dedicated to fighting Parkinson's disease. APDA's mission is to *"provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest."* It has raised and invested more than \$338 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of Parkinson's disease and ultimately put an end to this disease.

### **OUR CORE VALUES**

- **COMMITMENT:** Compassionately provide high quality service and support.
- **RESPECT:** Foster a diverse, equitable, inclusive, and accessible culture.
- **COLLABORATION:** Establish meaningful relationships to build strong, supportive communities.
- **INTEGRITY:** Act ethically with honesty, transparency, and accuracy.
- **ACCOUNTABILITY:** Responsibly steward our actions, outcomes, and resources.

### **THE ROLE:**

As a member of the chapter's management team, the Program Director provides programmatic direction and serves as the key mission leader who is accountable for day-to-day program delivery to individuals impacted by Parkinson Disease, including education, awareness, information and referral, health & wellness, and support groups, and collaborates with program colleagues throughout the organization. The Program Director connects people with Parkinson disease and their caregivers to services and resources and ensures education and support to healthcare professionals and the general public, represents APDA to internal and external stakeholders, donors, prospects, and the public to ultimately help meet the objectives of American Parkinson Disease Association's mission: *"Every day, we provide the support, education, research and community that will help everyone impacted by Parkinson's disease live life to the fullest."*

### **Programs and Services**

- Develop and implement the chapter's annual mission plan and budget that is consistent with organizational priorities and the strategic plan.
- Execute and evaluate a Community Needs Assessment to determine service needs and develop new programs in response to those needs.
- Respond to public inquiries for information and referrals via phone and email.
- Develop, plan, and coordinate all aspects of APDA educational and awareness events, health and wellness activities, and annual symposium.
- Facilitate the establishment and maintenance of the support groups network including planning trainings, providing education materials, scheduling speakers, providing topics, ideas, and news content, assist with maintaining groups success and attendance and substitute for APDA support group facilitators, as necessary.
- Maintains a working knowledge of APDA, Parkinson disease, research, treatment options and health care trends and developments impacting our constituents.
- Distribute APDA literature and educational materials in the community and ensure resource library and referral lists are up to date, complete and accessible.

- Prepare, maintain, and analyze contact data base reports to create metrics, strategies, and tactics for program delivery and assessment.
- Ensure mission activities are on all public, newspaper and community calendars.
- Prepare programmatic articles for the newsletters and other communications.
- Identify program efficiencies and opportunities to better reach underserved communities through provider and community outreach and ongoing program improvements.
- Cultivate relationships with surrounding non-profit organizations, agencies, community groups and key medical professionals.
- Ensures the confidentiality and security of all information.

### **Revenue Generation and Stewardship**

- In collaboration with Chapter and Regional staff colleagues, identify funding opportunities to cover and expand services and solicit grants and sponsorship in support of local programs and services.
- Cultivate partnerships with foundations, corporations, organizations, and individuals.
- Integrate mission elements into all events and activities.
- Engage patients, caregivers, and health care providers to volunteer for campaigns, donor development and mission-related activities.
- Cultivate and maintain excellent relationships with donors, funders, and stakeholders.

### **Awareness and Volunteer Engagement**

- Serve as a key staff liaison to the Chapter Board, Program Committee, as well as scientific and clinical advisors.
- Represent APDA by serving as spokesperson at meetings, conferences, the press/media to promote APDA.
- Create presentations and printed materials.
- Recruit and train select volunteers and interns.
- Manage recruitment, training, relationships and weekly schedules for interns and volunteers. Provide excellent customer service to ensure volunteers and interns feel welcomed and valued.

### **YOUR EXPERTISE:**

- Bachelor's Degree required. Master's preferred in a health-related or social service discipline.
- Minimum 5 years' experience in a healthcare, health education, social service, or related field, designing, delivering, and evaluating community-based programs and services, 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 effectively organize time, work independently, handle confidential material, and work well under pressure.
- Ability to work in cross-functional teams.
- Flexibility to work several evenings a month and occasional weekends is required.
- Computer proficiency in databases, MS Office/Outlook, social media, and marketing platforms.
- Willingness and ability to travel as required to perform job with 50% or more out in the community.
- Must have valid driver's license and reliable transportation.

### **SALARY AND BENEFITS:**

- Starting Salary Range: \$75,000-\$80,000. Annual salary based on background and experience.
- American Parkinson Disease Association also provides an attractive benefits package that includes medical, dental and vision insurance, retirement plan, and generous paid time off in addition to standard holidays.

APDA is an equal opportunity employer and is committed to workplace diversity.

Candidates from diverse backgrounds are encouraged to apply.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you! **Please forward your resume to Michelle Kolev at [Michelle.Kolev@aig.com](mailto:Michelle.Kolev@aig.com)**