

The Down Syndrome Connection of Northwest Arkansas (DSCNWA) is seeking a Director Of Operations to help lead the growing organization.

The DSCNWA supports individuals with Down syndrome while trying to facilitate inclusion and respect for individuals with Down syndrome within the Northwest Arkansas Community, ensuring that they have access to the support and the resources necessary to reach their full potential at all stages of life. DSCNWA offers age-specific programming, educational presentations, social activities for all ages and other support to families blessed by Down syndrome.

POSITION SUMMARY:

The Director Of Operations is charged with providing vision and dynamic leadership to carry out the mission of DSCNWA. Responsibilities include overall strategic planning, financial management, fundraising, medical outreach, revenue generation, public relations, and advocacy. The Director Of Operations reports to the Board of Directors and will work alongside our Program Director.

Our Director Of Operations will be an integral part of our organization. They will be entrusted to advocate for our members, engage and help coordinate the board of directors, proactively build relationships with our staff, board, membership, volunteers and other organizations.

POSITION REQUIREMENTS:

Values must be aligned with the organization. Specific requirements include:

- High level management experience, in non-profit organization preferred.
- Bachelor's degree in related field or equivalent experience.
- Passion for the mission of DSCNWA.
- Excellent interpersonal skills, and written and oral communications skills. Ability to make presentations, good public speaking and public presence.
- Ability to network and recruit support.
- Able to manage and develop a diverse team of volunteers and future employees while working cohesively with the Program Director.
- Ability to multitask and meet deadlines on projects.
- Ability to work unsupervised and self-manage workload and prioritize projects effectively.
- Ability to utilize social media to advance the mission of the organization.
- High level of computer proficiency in website maintenance, database tools and in Microsoft Office products, especially Word, PowerPoint and Excel.
- Strong work ethic with a high degree of energy.
- Ethical behavior and confidentiality are a must in this position.
- Maintain a leadership culture of transparency and integrity- both personally and throughout the organization.
- Solid organizational abilities, including planning, delegating, program development and project management.

- Must be able to work a flexible schedule (location and hours). There is a shared office, opportunity to work remotely, and travel will be necessary for events, outreach, training and networking.

CORE RESPONSIBILITIES:

- **Strategic Planning:** Developing and implementing strategies to achieve the organization's mission and goals, including setting objectives and priorities, establishing performance metrics and monitoring progress. Communicate and engage with the board of directors to establish and track strategic goals, priorities, tactics and results.
- **Financial Management:** Primary duties would include budget planning, financial reporting, record-keeping, and managing incoming and outgoing funds. Developing and managing the organization's budget, ensuring that funds are allocated efficiently and effectively, and ensuring compliance with relevant laws and regulations. Includes: filing taxes and annual reports with the secretary of state, renewing licenses and insurance, etc.
- **Board Governance:** Working with the board of directors to provide guidance and support on governance issues, including developing policies and procedures, ensuring compliance with legal and regulatory requirements, and promoting the organization's values and culture.
- **Fundraising and Development:** Developing and implementing fundraising strategies to secure funding from a variety of sources, including grants, donations, and special events and research other revenue streams. Oversee our yearly Step Up Walk Fundraiser.
- **Community Outreach:** Building and maintaining relationships with key stakeholders, including donors, volunteers, community leaders, and other partners, to advance the organization's mission and goals including attending Chamber events and non-profit networking events.
- **Medical Outreach:** Establish relationships with local medical providers that serve our members i.e. OBGYNs, Pediatricians, Hospitals and provide training about Down syndrome on a regular basis to improve member experiences with medical providers when receiving a new diagnosis and ongoing care throughout the lifespan. And to also increase our capture rate of new diagnosis by medical referral so that DSCNWA can offer new parent support.
- **Communication and Public Relations:** Serving as one of the organization's spokespersons and ambassadors, building public awareness and support for the organization's mission and programs, and representing the organization to the media, government officials, and other stakeholders. Advocate for our members to build awareness in the community to promote improvements in employment and education.
- **Human Resources Management:** Hiring, training, and managing future staff, volunteers, and consultants to ensure that the organization has the capacity and resources to achieve its mission and goals.
- **Program Development:** Supporting and working with our Program Director as she oversees all aspects of program operations.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

SALARY AND BENEFITS

Competitive salary commensurate with experience. Benefits include vacation and sick leave.

More Details:

- Part-time 25-30 hours per week.
- Salary \$30-45K based on experience
- Flexibility to work from both our office at the Center for Nonprofits and remotely.
- Some weekends and evening work may be necessary for events.
- Benefits include PTO and holidays.

Possibility for full-time for the right candidate which would include a stipend for health insurance.

TO APPLY

Send cover letter, salary requirements, resume, and references by email to jobs@dscnwa.com with the subject: Director Of Operations Position. No phone calls please. DSCNWA is an Equal Opportunity Employer.