

## POSITION DESCRIPTION

<b>Position Title:</b>	Program Director
<b>Location:</b>	Greater St. Louis Chapter
<b>Reports To:</b>	Executive Director
<b>FSLA Class:</b>	Exempt; Full Time

### Brief Description

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 PD, including education, awareness, information and referral, health & wellness, and support groups, and supervises program staff. 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 to further APDA's goals and to achieve its mission: *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 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.

### PRIMARY RESPONSIBILITIES

#### 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 the Development Team, research 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.
- In coordination with Development Team, compile and disseminate e-news, marketing and mailings.
- Assist at all fundraising events.

**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.

<b>Working Conditions, Physical Demands, Travel</b>
<ul style="list-style-type: none"> <li>• General Working Conditions: Office environment</li> <li>• 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</li> <li>• Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use:               <ul style="list-style-type: none"> <li>○ Ability to operate a motor vehicle in accordance with company policy.</li> <li>○ Ability to use common office equipment such as: telephone, scanner, computer, printer and copier.</li> <li>○ Computer programs including MS Office and Outlook, related industry and functional databases.</li> </ul> </li> <li>• Travel requirements: Up to 25% travel within area served by the chapter, and irregular hours including evening or weekend meetings, or events as needed.</li> </ul>

**POSITION REQUIREMENTS:**

**EDUCATION:**

- Master's preferred in a health-related or social service discipline. Bachelor's degree required.

**EXPERIENCE:**

- Minimum five 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.

**RELATED SKILLS AND KNOWLEDGE:**

- 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
- Willingness and ability to travel as required to perform job
- Flexibility to work several evenings a month and occasional weekends is required
- Computer proficiency in database management, MS Office/Outlook, social media and marketing platforms
- Knowledge of social media and marketing platforms (Facebook, Twitter, Instagram, etc.)

**CORE COMPETENCIES:**

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

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

Candidates from diverse backgrounds are encouraged to apply.

**TO APPLY, SEND COVER LETTER, RESUME, SALARY REQUIREMENTS,  
AND REFERENCE CONTACT INFORMATION TO: [jobs@apdaparkinson.org](mailto:jobs@apdaparkinson.org)**