

Our client, American Parkinson Disease Association is currently seeking a **Program Director** to join their growing organization. The position is a **remote** based position, but **must live in the Greater Minneapolis area**, to serve the community. The ideal candidate is familiar with the Minnesota 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.

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

Every day, the American Parkinson Disease Association (APDA) provides the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest. APDA is the largest grassroots network dedicated to fighting Parkinson's disease, a chronic, neurological disorder, and works tirelessly to help the approximately one million people with Parkinson's disease in the United States live life to the fullest.

Founded in 1961, American Parkinson Disease Association has raised and invested more than \$226 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.

The organization's 2022-2024 Strategic Plan outlines ambitious targets, including:

1. Expand constituent-centric, evidence-based, and impactful programs, services, and research that improves quality of life throughout the disease continuum.
2. Cultivate partnerships and collaborations to expand and elevate mission delivery to meet Parkinson community needs.
3. Expand reach to under-served, under-studied and under-represented communities to promote health equality and access to care and provide education and support.

### **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 to further APDA's goals and to achieve its mission.

Represent APDA to internal and external stakeholders, donors, prospects, and the public. Willing to ultimately help meet the objectives of American Parkinson Disease Association's mission: *"Every day, we provide the support, education, and research 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, 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.

### **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.
- 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.).

### **Salary and Benefits:**

- **Base Salary Range:** \$70,000 - \$80,000. Annual salary based on background and experience.
- Medical, Dental and Vision on the first day of the month after start date
- 401K after three months of service (no company match)
- Life Insurance
- Pension eligible after one year of service and fully vested after five years of service
- HSA & FSA spending accounts available
- Paid time off in addition to standard holidays

Successful candidates are required to be fully vaccinated for Covid-19, absent medical or religious accommodations.

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 [kmartone@operationsinc.com](mailto:kmartone@operationsinc.com)**

*American Parkinson Disease Association (APDA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, APDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. APDA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of APDA's employees to perform their job duties may result in discipline up to and including discharge. APDA will provide reasonable accommodations for qualified individuals with disabilities.*