



www.dsafnebraska.org

## **Half-Time Program Director - Down Syndrome Association for Families of Nebraska**

- Reports to Executive Committee / Board of Directors (Quarterly Review)

### **Administration:**

- Computer skills: Microsoft Excel, Word, PowerPoint, Publisher, Internet Explorer; Adobe Acrobat
- Create and Maintain operating policies, procedures, and forms requested by the Board
- Maintain files and records related to DSAF operations
- Event legwork
- Assist with New Parent Packet / Stars DVD Distribution
- DSAF Membership maintenance
  - Upkeep of Online Database via updates from various sources
  - Annual Membership directory creation / distribution (work w/Membership Chair)
- Mailings
  - Step Up for Down Syndrome Walk (SUDS) Corporate Sponsor mailings
  - SUDS Brochure mailings
  - DSAF "save the date" postcard mailings
- Incoming SUDS registrations
  - Coordination of PO Box logistics w/Founder
  - Spreadsheet tracking
  - Coordination with Treasurer
- Build media list of contacts for branding to gain max exposure for DSAF, events, education, and awareness (work w/PR chair)
- Communications via the DSAF website and Membership Listserv
- Attendance at all DSAF / SUDS Board Meetings – Written and verbal reports

### **Enhance public awareness of DSAF's presence, mission, and activities:**

- Contact with the National Organizations (NDSS, NDSC) and AIA
- Represent DSAF at Specific Community Events and in the Lincoln NFP Network
- Represent DSAF at O.N.E. (Organizations Networking for Everyone) Meetings/Events
- Work w/PR committee on Branding / PSA's during year
- Provide customer service to existing DSAF membership via Excellent Communication Skills
- Initial Education regarding Down syndrome:
  - Attend national / regional conferences or other local training, as needed

### **Existing Program Coordination:**

- Oversee event planning / coordination in a cost effective manner with the Events coordinator
  1. Ball Night (March)
  2. Summer Picnic / Swim Party (July / August)
  3. Christmas Brunch (December)
  4. Sibling Workshops (January)
  5. Peer Presentations (August/September)
    - \* Assist, where needed, with Lil' Stars and Super Stars Events (age-categorized events)
  6. World Down Syndrome Day Events (March)
  7. JEO Golf Tournament/Fundraiser (July)
  8. Huskers Heros (October)
  9. Bike Camp (July)
  - 10: Kindergarten Round UP (April)
- Annual Educational Conference w/National Speaker(s)

### **Develop new programs driven by DSAF Board Vision Plan / Mission:**

- Develop annual budget for programs to present board for approval (Budget / Grant)
- Research and write grants to provide funding for existing and new programs
- Assist Med Outreach Chair with Annual Medical Outreach Training
- Other future programs:
  - New Board Member orientation (annual) / Strategic Planning Sessions (every 3 years)
  - Volunteer Training
  - Pre adult literacy program
  - DS Specialist in the school system