



POSITION DESCRIPTION: Associate Director

Title: Associate Director, Special Kids Connect
Report to: Executive Director
Work Site: Special Kids Connect Monterey office and remote sites, as appropriate
Position: Full-time, Exempt

Primary Function: Under the direction of the Executive Director and in collaboration with Special Kids Connect's staff and Board of Directors, the Associate Director's role will be to support the Executive Director in the growth of the organization and its programs through fund development, marketing and strategic planning.

Associate Director Responsibilities: The Associate Director will be a hands-on member of the SKC team, supporting the Executive Director and members of the staff in the funding, development, and implementation of programs and services, insuring they are consistent with SKC's mission and are fiscally sound. This position will be actively involved in the areas of fund development, marketing, and strategic planning. Responsibilities of this position will include, but not be limited to, the following:

- Leadership of fund development activities, including grant writing and reporting, fundraising, sponsorship acquisition, donor recruitment, and donor retention
- Exploration, identification, and prioritization of the ever-changing needs of SKC's constituencies (children, families, community) and developing creative approaches to fund those needs
- Development and implementation of marketing / public relation plans and activities
- Program business plan development
- Ambassador of Special Kids Connect, and the needs of its children families, in the community
- Budgetary management with adherence to sound financial practices
- Other duties, as needed.

Qualifications / Skills

The ideal candidate will demonstrate:

- A proven track record of revenue generation through relationship-building, grant writing, and fundraising activities
- Exceptional communication skills, both oral and written, with exemplary command of the English language, spelling, composition, and grammar
- A proven ability to lead and manage multiple projects simultaneously, developing realistic timelines and adhering to internal and external deadlines
- Financial / budgetary management experience
- Experience in leading multidisciplinary teams

- Strong professional ethics, integrity, and accountability in all actions
- A proactive and enthusiastic approach to projects that draws from an entrepreneurial spirit, a growth mindset, and an ability to inspire action in others
- Excellent organizational skills
- A track record of advocating for the inclusion of individuals of all abilities in community settings
- Fluency in English and Spanish (oral and written)

Education / Experience

- Bachelor's Degree or higher preferably in one of the following areas: Nonprofit Management, Business, Marketing, Education, Social Work, Human Behavior / Applied Behavior Analysis (ABA), Psychology or related fields
- 5 or more years management or supervisory experience
- Bilingual in English / Spanish
- Must pass background check
- Proficient in Microsoft Word, Excel and Adobe Creative Suite
- Previous work with youth, families and/or individuals with developmental disabilities is preferred