



POSITION DESCRIPTION: COMMUNITY PROGRAMS DIRECTOR

Special Kids Connect is a 501 (c)(3) charitable organization whose mission is to develop resources, raise awareness, and provide support for children with disabilities and their families.

Work Site: Special Kids Connect, 1900 Garden Road. #230, Monterey, CA and various remote locations within Monterey County, as appropriate.

Position: Full time, Exempt (not eligible for overtime pay)

Daily schedule varies; Evening and weekend shifts are possible.

Travel Required: 10% - 25% (by car)

AGENCY OVERVIEW

Special Kids Connect is a 501 (c)(3) charitable organization founded in 2007 whose mission is to develop resources, raise awareness, and provide support for children and adults with disabilities and their families in Monterey County. Its vision is that *all* individuals and families with special needs are informed and empowered to access and utilize the resources available to them and that they are not only included but are warmly welcomed into their communities. Special Kids Connect does this through three areas of focus:

Community Navigation – Special Kids Connect receives funding from the California Department of Developmental Services to provide training, information, and 1:1 support to assist Monterey County families who have members with developmental delays and/or disabilities (ages 0 through end of life) with community service navigation, application assistance, coaching, advocacy training, and peer-to-peer support.

Family Empowerment Center – Special Kids Connect receives funding from the California Department of Education as Monterey County's Family Empowerment Center, providing training and information to families of children and young adults with disabilities, between the ages of 3 and 22, to assist in their understanding and utilization of educational supports and services.

Community Programs – Special Kids Connect actively pursues and receives funding through community / foundation grants, private donations, and corporate sponsorships to provide a wide range of programs and services to meet the everchanging needs of Monterey County's special needs community. These include:

- Special Kids Connect's REACH recreational programs: These 4-to-6-week offerings provide young people with disabilities opportunities to take part in recreational pursuits alongside typically-developing peers.
- SibStar Workshops: Following the nationally recognized Sibshop format, these gatherings provide support to young siblings of family members with disabilities through lively peer interactions.
- Youth Volunteer League: In its infancy, SKC is focused on developing a volunteer leadership program that is designed to embrace inclusion and sustainably support Special Kids Connect's REACH offerings.
- STAR Toy Library: SKC's toy-lending library provides families opportunities to borrow toys and adaptive equipment that may be helpful in supporting a child's development in their natural environment.
- Outreach Events & Special Projects: Throughout the year, SKC is presented with opportunities, often through restricted grant funds, to support Monterey County families

in meaningful ways such as through Diaper Distribution events, Emergency Preparedness workshops, and Outreach events / Community Resource Fairs.

JOB OVERVIEW

Under the direction of the Executive Director and in collaboration with Special Kids Connect's staff and Board of Directors, the Community Programs Director's role will be to lead the development, marketing, implementation, and strategic growth of Special Kids Connect's Community Programs focus area to ensure projects meet the needs of the communities SKC serves, are financially viable, and are in alignment with Special Kids Connect's vision and mission.

RESPONSIBILITIES

Special Kids Connect's Community Programs Director will be a key member of the SKC Executive team, determining program strategy and resource allocation to ensure initiatives are consistent with SKC's mission and vision and are fiscally sound. Responsibilities of this position include:

- Management, leadership, execution of SKC's Community Programs (as listed the aforementioned "Agency Overview") in collaboration with SKC's staff and various community partners
- Supervision of support staff and volunteers to ensure programs meet Special Kids Connects standards for professionalism, high quality, and inclusion
- Management of fund development activities in support of SKC's Community Programs, including fundraising events, grant writing and reporting, sponsorship acquisition, donor recruitment and retention
- Ensuring that program outcomes are aligned with grant funding requirements
- Exploration, identification, and prioritization of the ever-changing needs of SKC's constituencies (children, families, community) and developing creative approaches to addressing and funding those needs
- Implementation of marketing / public relation plans and activities to promote community awareness and awareness to the families that programs are intended to serve. These include, but are not limited to, development of targeted emails, flyers, social media campaigns, press releases.
- Being an ambassador of Special Kids Connect and advocating for the inclusion of children and families in our community
- Collaboration with Special Kids Connect's staff in support of SKC's portfolio of programs across divisions.
- Professionally managing incoming calls from families, professionals, and other agencies to caringly connect them with the resource(s) they seek
- Other duties, as needed

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of experience and education in organizational leadership, education, social work, non-profit management, communication, leadership, or related field
2. At least 3 years of relevant and successful supervisory and management experience
3. Project management experience
4. Commitment to inclusion of neurodiverse populations in neurotypical settings / communities
5. Advanced written communication skills, including excellent command of English grammar and written composition

6. Ability to build rapport and effectively communicate with parents / families, staff members, grantors / donors, and community organizations / leaders
7. The ability to recognize and work with confidential information
8. Ability to manage multiple tasks and achieve deadlines under pressure
9. Ability and means to travel on a flexible schedule as needed
10. A valid California driver's license, proof of vehicle insurance (liability and property damage on vehicle used), and reliable transportation or the ability to secure timely transportation to perform the essential functions of the job
11. Proficiency in MS Office products (Word, Excel, PowerPoint) and Google Drive with a willingness to learn additional programs, as needed
12. A detail-oriented, positive attitude conducive to working effectively as a team member
13. Familiarity with the internet, cloud sharing, and social media
14. Creative self-starter with an ability to devise solutions and drive consensus for complex problems.
15. Experience developing and implementing goals, objectives, and strategic plans
16. Demonstrated facilitation and coaching skills
17. Demonstrated attention to detail
18. Successful completion of pre-employment background checks and drug testing
19. Proof of COVID vaccination

DESIRED QUALIFICATIONS

- Bilingual / biliterate in English & Spanish
- Experience with individuals with disabilities
- Public speaking experience
- Nonprofit sector experience
- Experience with Salesforce or similar client data management system
- Experience with Adobe Creative Suite

COMPENSATION

Salary: Starting salary of \$65,000 - \$70,000 based upon education and experience
Employee health care package including medical, vision, and dental