



Area Director

Job Title: Area Director

Location:

Reports to: State Director

Direct Reports: 0

Salary: \$70,000 - \$75,000 commensurate with experience and qualifications

Position Overview: The Area Director is responsible for developing an annual area plan and implementing the plan through overseeing day-to-day operations in local office(s), securing funding for programs and special projects, overseeing programs to ensure program consistency and success, managing local Advisory Board(s) and associated committees, and supervising local office staff. This person also assists and directs Program staff to ensure program consistency and success.

Job Qualifications

- Concrete experience in fundraising, including a record of success in expanding a donor base through cultivation and stewardship, grant writing, event planning/implementation, and/or board management
- Strong talent-building and team-building skills
- Proficiency with Microsoft Office
- Must be comfortable engaging with people with intellectual and developmental disabilities (IDD)
- Strong project management skills
- Must travel locally, use personal cell phone, and work evenings and weekends as necessary to accomplish job responsibilities
- Bachelor's degree or at least 4 years relevant experience
- Access to an automobile with applicable insurance
- Some travel required to National Conferences

Job Duties include, but are not limited to:

Fund Development

- Secure funding for programs and special projects
- Manage and oversee area Special Events
- Collaborate with State Director to develop and implement a comprehensive local strategy for securing sustainable funding and work with local staff, Advisory Boards, and volunteers on its implementation
- Develop and implement major fundraising events to meet revenue goals by working with local event committees while following BBI event committee benchmarks/structure
- Develop and implement an annual area plan in local office
- Ensure that program participants and staff are appropriately integrated into regional fundraising/awareness efforts
- Create brand awareness for Best Buddies

Human Resources

- May oversee recruitment, screening, hiring, and training of all local staff in accordance with Best Buddies guidelines and approves all reports, conducts staff evaluations as directed and provides appropriate guidance and motivation
- Works with local staff to set realistic and strategic goals, including professional development goals, and holds them accountable for meeting these goals
- Develops performance/behavior improvement plans as needed and researches and provides professional development opportunities and tracks and records progress



Area Director

- Works to inspire and motivate local staff by demonstrating personal commitment and integrity and providing proactive training, support, and recognition
- Oversees state staff's involvement in HQ initiatives, including merchandise sales, national conferences, special events, and awareness campaigns

Operations

- Manage local Advisory Board and associated committees
- Assume overall operational management responsibility for all regional fundraising activities
- Oversee timely and accurate processing of all revenue and invoices, and maintain accurate records of all donations and donor information
- Collaborate with State Director to develop, monitor, and balance the regional budget

Please send cover letter and resume to CarrieNelson@bestbuddies.org or visit <https://www.bestbuddies.org/about-us/career-opportunities/>.