



## **JOB POSTING**

### **The Dysautonomia Project - Administrator**

#### **Who Are We?**

The Dysautonomia Project is a 501 (c)(3) non-profit organization based in Clearwater, Florida. Founded in 2014, TDP has a mission to educate physicians, patients and communities about dysautonomia (disorders of the autonomic nervous system).

#### **Job Overview:**

The Dysautonomia Project is growing and has an immediate need for a passionate, dedicated professional to lead our charge as an Administrator. This is an excellent opportunity for someone who is detail-oriented, has strong communication skills, and who is passionate about helping provide hope to patients who suffer from dysautonomia. This full time, exempt/salaried position will manage the administrative activities of The Dysautonomia Project from our Clearwater office.

The administrator is responsible for marketing, community outreach/events, education, volunteers and general administration under the direction of the board of directors. The administrator also assists the board with fundraising and strategic planning as needed. The position oversees volunteer and administrative assistant activities and reports to the Board of Directors. This position requires the ability to travel as needed and attend events, meetings, etc. after hours as needed.

*Compensation package:* \$25K-\$50k salary commensurate with experience and skill set, health insurance benefits, and 10 days of PTO per year.

***For immediate consideration, please send resume to [c.faber@networkpeople.com](mailto:c.faber@networkpeople.com).***

#### **Specific Job Duties/Responsibilities:**

##### **1) Organization Mission and Strategy:**

- Work with board, staff and volunteers to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of programs that carry out the organization's mission including: education of physicians, patients and communities and fundraising.
- Responsible for assisting the board with strategic planning to ensure The Dysautonomia Project can successfully fulfill its mission into the future.



- Responsible for the enhancement of The Dysautonomia Project's image by being active and visible in the community and by working with other professional, civic and private organizations.

## 2) Marketing:

- Develop a calendar for marketing activities aimed at fulfilling the mission of the organization.
- Website: Work with the web team and members of the board to build the educational content of the website, increase traffic and capture information about visitors to the site.
- Social Media: Oversee the contributions of the volunteer team and manage all social media accounts including Facebook, Instagram, Twitter and others.
- Print Materials: Develop and continuously improve the print materials used by The Dysautonomia Project including: brochures, correspondence, newsletters and educational materials.
- Create materials for donors to explain the founder's circle and leader's circle, key donors providing financial support of TDP.
- Booth and Table Displays: Develop and continuously improve the presentation of The Dysautonomia Project at events and physician conferences.

## 3) Community Outreach / Events:

- Develop a calendar of community outreach activities and special events that is aimed at fulfilling the mission of the organization. Regularly work with the board and/or executive committee to update the calendar and communicate responsibilities for various activities as needed.
- Work with the board and volunteers to ensure activities run smoothly and we have enough help with all aspects of the activity or event.
- Lead planning of budget, venue, food, entertainment, and/or programming as needed.

## 4) Volunteer Coordination:

- Develop a strategy for recruiting, retaining and working with volunteers as they are essential to helping us fulfil the mission of The Dysautonomia Project.
- Create a database for volunteers that includes their contact information, capabilities and availability to help.
- Periodically touch base with volunteers to encourage them and thank them for their contributions.
- Oversee volunteer activities for local, national and international volunteers. When appropriate, help identify and work with potential community champions in areas outside of the Tampa Bay region.

## 5) Education:

- Serve as an educational spokesperson for The Dysautonomia Project. After training, the administrator should be comfortable leading a short introductory session about dysautonomia to members of the community, new patients and/or family members and clearly convey the mission, vision and goals of the organization.
- Oversee the development of educational materials for physicians, patients and communities.
- Lead plans for updating The Dysautonomia Project book, The TDP Continuing Medical Education (CME) and the educational material available online through the website/



- Work with volunteers and board members to build an array of educational brochures, videos and messages that help to further the mission.
- Continually learn about dysautonomias and related disorders through independent research and study.

#### **6) General Administration:**

- **Board:** Attend and provide administrative support for the board, executive committee and other committees as needed including: correspondence, minutes, follow up, appreciation and reminders as needed. Responsible for communicating effectively with the board and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.
- **Database:** Manage and improve TDP's database including donor information, physician information and patient information.
- **Receipt of contributions:** oversee, record and send thank you letters for any contributions made. Assist the treasurer as needed in creating reports to the board, keeping records and other financial needs of the organization.
- **Board Special Events:** In conjunction with the executive committee of the board, plan and oversee the special events of the board as needed including the annual Christmas party, board training and retreats as appropriate.
- **Correspondence:** Oversee all general inquiries and correspondence for The Dysautonomia Project including email, phone, mail, social media and web correspondence.
- Supervise, collaborate with organization staff and volunteers as needed.
- Other duties as assigned by the Board of Directors.

#### **Required Qualifications/Skills:**

- A bachelor's degree is desired but not required.
- Transparent and high integrity leadership
- A passion for the cause. A desire to learn and educate others about Dysautonomia.
- One or more years nonprofit administrative experience
- Experience in working with a nonprofit board and executive committee
- Willingness to abide by the state laws and obligations of a 501-c3 organization.
- Knowledge of basic fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Ability to oversee, interface and engage diverse volunteer and donor groups
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Outstanding interpersonal, communication (written and oral), and public speaking skills
- Experience working in healthcare with physicians, patients and families a plus
- Ability to travel as needed and attend events, meetings, etc. after hours as needed

*The Dysautonomia Project does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits.*