

**Director of Outreach**

The **Overarching Goal** for the Director of Outreach position is to build a supportive and connected community for individuals with CHARGE syndrome and their families by:

* Welcoming new members, replying to questions/requests of existing members, and proactive outreach to targeted groups of the membership base to foster connection with provide information and support to our families.
* Building of capacity - through connections with the CHARGE Syndrome Foundation state family liaisons and the state deaf‑blind projects as well as other local and national organizations/providers that support families.

**Qualifications:**

* Knowledge of the needs of individuals with CHARGE syndrome, their families, and the systems that serve them.
* Experience in the delivery of services for individuals with CHARGE syndrome and/or deaf-blindness particularly in the areas of early intervention, early childhood, school age, or transition programs (preferred).
* Bachelor’s degree in counseling, social work, special education, public health or a related field (preferred).
* Previous work experience in the field of deaf-blindness and/or developmental disabilities (preferred).
* Strong interpersonal skills.
* Strong written communication skills.
* Comfortable in the use of online communication methods and digital media to establish and develop relationships.
* An interest in exploring new ways to develop and deliver support to families and providers
* Ability to effectively present information to national, regional, state, and local audiences and respond to questions from families, individuals with CHARGE, and educational and medical providers.
* Experience with grant writing (preferred).
* Knowledge of and experience with facilitation of large and small groups.
* Ability to work flexible hours.
* Willingness and ability to travel up to several times per year to attend a board meeting, conference, state family activity, or other function as decided by the Executive Committee.

**Duties and Responsibilities:**

The role of the Director of Outreach will evolve with changes in the Foundation and as projects are completed. Exact job duties will be defined by the Executive Committee. These duties may include:

* Create and implement an Outreach Action Plan that aligns with the Mission of the Foundation.
* Work collaboratively with the CHARGE Syndrome Foundation Board to meet the goals of the Foundation.
* Work collaboratively with and within the CHARGE Syndrome Foundation’s internal workgroups and board.
* Coordinate the growth and development of the CHARGE State Family Liaison Program.
* Create and manage electronic content designed for information dissemination and family support.
* Recruit volunteers that can help support the work of the Foundation.
* Collaborate with partnering organizations for information dissemination and shared outreach to maximize support to families.
* Seek and secure opportunities for grant funding to help support the outreach efforts of the Foundation.

## Time Requirements:

This position provides the opportunity to do most work from home with a very flexible schedule. All applicants must be available to communicate with families during traditional business hours as well as during the evening. The job requires an average of 20 to 30 hours per week.

## Rate of Pay:

This is an hourly position. The rate of pay is between $22 and $28 per hour, commensurate with experience/location.

## How to Apply:

Applicants should send cover letter clearly demonstrating how they are qualified for the position along with a current résumé to David Wolfe, President, CHARGE Syndrome Foundation at

david@chargesyndrome.org