Do-All, Inc

People Helping People Succeed

CURRENT EMPLOYMENT OPPORTUNITY
Posted Friday, February, 25, 2010

POSITION: Director of Community Support Services

Job Classification: Management, Full-time, Salaried Exempt

Required Skills:

- The ideal candidate must be a self-starter who is highly organized, able to work well with people of all abilities, and at all management levels. The position requires polished presentation and interpersonal skills. Strong research and grant writing capability is necessary.
- The person in this position must possess top level business management, interpersonal, and facilitation skills, plus knowledge of computer and Internet applications, strong project management, quantitative, and communications skills. Excellent verbal and written skills required.
- Background in marketing, business plan development, program development, communications, contract development and negotiation. Knowledge of documentation and statistics-keeping is also desirable.

Summary:

- The work involves the development of Community Connections and Employment Programs. The position will initiate and coordinate all activities of service, oversee program and support staff, and insure program quality. The person in this position will initiate, coordinate, and manage the development and facilitation of the program with considerable independence.
- This person will write grants to help facilitate community opportunities for individuals with barriers to employment. A significant amount of time is also spent building supports and partnerships in the community. This person will be a DREAM facilitator, helping people make their dreams come true when it comes to connecting individuals in the community with supports and employment.

Job Specifications:

- ✓ Research resources, develop partnerships in the business community for the purpose of technical assistance and support
- ✓ Facilitate supported self-employment programs, including processes and documentation of services
- ✓ Analyze market trends, think strategically, and determine consumer needs.
- ✓ Develop goals, objectives, target revenue, and time-lines
- ✓ Act as the primary point-of-contact for partners and support staff
- ✓ Pro-actively and creatively find new opportunities for entrepreneurship
- ✓ Drafting of contracts, agreements, marketing strategies, and procedures
- ✓ Strong sales, presentation, organization, and communication skills
- ✓ Establish executive level, long-term partner and consumer relationships
- ✓ Work effectively and independently to further these customer relationships
- ✓ Will oversee multiple Consumer Support staff.
- ✓ Must demonstrate commitment to teamwork and results
- ✓ Develop methods of insuring consumer satisfaction, such as consumer satisfaction surveys, consumer development activities, and special events
- ✓ Participate in public relations efforts
- ✓ Completing administrative work and reporting, as required
- ✓ Grant seeking and participation in agency fundraising events, as requested.

Qualifications / Must have:

- ✓ 3+ years experience at a management/supervisory level
- ✓ Excellent communication skills, both written and verbal
- ✓ Past experience writing local, state, and federal grants
- ✓ Strong computer skills including knowledge of Microsoft Windows, Outlook, and Office programs

Strongly Prefer:

- ✓ Bachelor's Degree in business management, or social service degree with business background
- ✓ Knowledge of community resources available
- ✓ An equivalent combination of education, training, experience will be considered if clearly documented

Contact: Director of Human Relations

1400 S. Lincoln Ave.
Bay City, MI 48708
Phone: 989-894-2851
Fax: 989-894-4522