

NASDDDS

National Association of State Directors of Developmental Disabilities Services

POSITION ANNOUNCEMENT

Communications and Events Manager

The National Association of State Directors of Developmental Disabilities Services (NASDDDS) represents the nation's agencies in 50 states and the District of Columbia providing services to children and adults with intellectual and developmental disabilities and their families. NASDDDS promotes visionary leadership, systems innovation, and the development of national policies that support home and community-based services for individuals with intellectual and developmental disabilities and their families.

NASDDDS is seeking a dynamic communications and events professional with experience in the field of developmental disabilities to lead our association's communication efforts.

INTRODUCTION

The Communications and Events Manager will be responsible for leading the development and implementation of NASDDDS strategic communications plan in close collaboration with NASDDDS leadership. This is a unique opportunity to work with a talented, passionate team on issues of state policies to support people with intellectual and developmental disabilities. The Communications and Events Manager will manage the NASDDDS brand and will work across the organization to present NASDDDS message to state association members, federal partners, and other research and advocacy groups, thereby expanding the agency's programmatic impact and contributing to consistency in NASDDDS internal and external strategies. In addition, this position will lead efforts related to NASDDDS two annual conferences (June and November) and other meetings as identified.

KEY DUTIES

Communication and Education-Related Duties

Serve as key lead for association on matters related to communication, member education, and event management. Assist in development and deployment of association communication strategy.

Identify and support the development of effective, accessible communication modes, potentially including blogs, podcasts, and web-based video content, in addition to a variety of written materials. Coordinate the design and maintenance of the association's website. Foster brand recognition strategies for the association.

Develop and enhance NASDDDS social media and web presence to support NASDDDS communication strategy.

Provide support for NASDDDS written reports and publications, and, provide lead writing as appropriate.

Identify opportunities for collaborative communications on issues important to our members. These may be joint opportunities with states, university partners or others.

Oversee peer-to-peer communication opportunities among NASDDDS members, including the NASDDDS ListServ.

Events Management-Related Duties

Work with Executive Director and NASDDDS team to develop theme and content for annual and mid-year conferences.

Serve as NASDDDS lead for logistics, scheduling, program development and speaker, sponsor, exhibitor coordination.

Work closely with Chief Innovation and Quality Officer to track and measure the quality of membership meetings, conferences, and educational events, building a continuous improvement culture within NASDDDS communications activities.

Performs other duties as assigned.

QUALIFICATIONS AND PERSONAL CHARACTERISTICS

Bachelor's degree or higher preferred.

Successful candidate must demonstrate professional judgment and discretion that comes from at least three years working in the field of developmental disabilities, and five or more years working specifically in communications and/or brand promotion.

Ability to learn about the agency's core product offerings and development needs, including membership relationships.

Medicaid knowledge a plus.

This position requires an individual who has a proven track record of leading effective, accessible communication efforts, and who has demonstrated excellent written, listening, and oral communication skills.

The individual must demonstrate strong editorial skills as well as familiarity with the latest trends, technologies, and methodologies used in web presence and consistent product alignment to promote the agency's brand.

The successful candidate must be highly proficient in website management, major social media applications, Microsoft Office, SharePoint, Zoom, Adobe Acrobat, editing applications, survey tools, and reasonably proficient with CRM software and other applications essential to key job functions.

This position requires skills necessary to identify accessible and modern methods and tools for communication to ensure that NASDDDS materials are understandable to a diverse audience.

The position requires the ability to think creatively, and demonstrate innovative thinking for development of current and future solutions to agency needs.

The position is based in Alexandria, Virginia. Some travel required.

TO APPLY

Send a cover letter, resume, salary requirements, and relevant work samples **by July 31, 2019**, to Mary Sowers at msowers@nasddds.org.