



**Central MS Down Syndrome Society  
Buddy Center  
Program Director**

**Title:** Program Director, CMDSS Buddy Center  
**Supervisor:** Executive Director  
**Status:** Full-time, salaried position commensurate with education and experience  
**Hours:** Full-time. Flexible hours. Will include evenings and weekends.

The Program Director is responsible for **planning and execution of all events and programs at the CMDSS Buddy Center including the Buddy Blend Coffee program**. This position helps plan the delivery of the overall programs and its activities in accordance with the mission and goals of CMDSS. This is an extraordinary opportunity for an individual with a passion for the disability community to join a small, but mighty team making a true impact on the community.

**About CMDSS/Buddy Center:**

The Central MS Down Syndrome Society is a non-profit that provides support, education, enrichment and resources to people with Down syndrome and their families. The Buddy Center is the home of CMDSS's programs and services. The facility offers free educational and recreational programs to people with Down syndrome, their families and the community at large. A place where **people with Down syndrome have limitless opportunities and the ability to pursue their dreams**.

### **Essential Job Functions:**

- Program Development and Oversight
  - Oversee planning, promoting, implementing, and evaluating all CMDSS hosted programs and events.
  - Ensure all programs at the Buddy Center meet objectives and branding messages
  - Communicate with members and other stakeholders to gain community support for the program and to solicit input to improve the program.
  - Cultivate existing relationships with vendors, community groups, companies and schools with the goal of ensuring sufficient resources and access to services.
  - Assist with development of an annual budget and operating plan to support programming.
  - Expanding and enhancing the current Buddy Blend coffee program.
  
- Volunteer Management
  - Recruit and oversee volunteers responsible for assisting with programs.
  - Recognizing volunteers through thank you cards, spotlights on the web site or in newsletters, appreciation events, etc.
  
- Communications
  - Create and manage all program registration and database management.
  - Manage all program communications and social media, as well as creation of email marketing and newsletters.
  - Outreach to new and existing families regarding programs and services.
  
- Other Duties
  - Assists and supports CMDSS's major events, including the annual Buddy Walk, Spring fundraiser, World Down Syndrome Day, holiday events and other special events.
  - Connect and collaborate with other organizations that serve CMDSS membership.
  - Seek partnerships for in-kind donations to support programs such as the Buddy Birthday Program and Buddy Walk.

### **Qualifications:**

- Bachelor's degree is preferred.
- Experience in program management, preferably in a nonprofit or disability-related organization.
- Knowledge of Down syndrome and the challenges faced by individuals with Down syndrome and their families.
- Strong leadership and team management skills.
- Excellent communication, interpersonal, and relationship-building skills.
- Ability to think strategically and contribute to organizational planning.
- Familiarity with grant writing and grant management processes.
- Commitment to diversity, equity, and inclusion.
- Must have the ability to effectively and strategically communicate with individuals with Down syndrome and their families.

Please submit resumes to [jenny@cmdss.org](mailto:jenny@cmdss.org)