



Job Title: Director of Community Programs

Reports to: Vice President of Programs and Public Policy

FLSA Status: Exempt

About the TAA:

Founded in 1972, the TAA is dedicated to making life better for all individuals affected by Tourette and Tic Disorders. The premier nationwide organization serving this community, the Association works to raise awareness, advance research, and provide on-going support. The TAA directs a network of 32 Chapters and support groups across the country. The TAA also recognizes 9 Centers of Excellence, across 16 institutions around the country.

Job Description:

The Director of Community Programs is a solutions-oriented individual with an entrepreneurial spirit who understands the responsibility and importance of designing, implementing, and measuring impactful programming. In this role you will manage a team of program professionals and will provide leadership for TAA programs including the Centers of Disease Control (CDC) Partnership program. Program focus areas include youth and young adults, mental health and family support services, training and technical assistance and education in-service programs. The right candidate thinks strategically and creatively, has strong people management skills, and can work both independently and collaboratively to achieve organizational goals.

Major Responsibilities

- Develop programs that align with goals and growth mindset of TAA's 5-year strategic plan.
- Build a team that is accountable and collaborative to achieve strategic program goals and objective.
- Oversee staff in the execution and evaluation of key organizational programs including the CDC Partnership program, Youth Ambassador/Rising Leader program, and our public education programs.
- Lead development of conference programming and efforts to increase participation and sponsorships.
- Utilize data from the impact survey, evaluations, and other tools to identify unmet needs for the Tourette Syndrome and Tic Disorder community.
- Recommend, design, and launch new programs/services in collaboration with colleagues and direct reports.
- Work closely with the Finance Department to budget and monitor programmatic operations to ensure sound fiscal and system management in compliance with budget and reporting requirements and procedures.
- Other special projects and duties as assigned, including participating in general association events and activities.

Qualifications

- A minimum of five years of experience in a nonprofit, government, or philanthropy, directing, developing and implementing multiple programs or contracts.
- A charitable mindset and an ability to communicate this passion and empathy to others.
- Comprehensive working knowledge of program planning and analysis, organizational structure, budgeting, administrative operations, and fundraising.
- Supervisory experience for multiple staff.
- Bachelor's degree required; advanced degree in business/public administration, master's in public health or a related field is strongly preferred, or relevant experience.
- Experience managing a high performing team in a multi-site structure to include professional development and mentorship.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Ability to build relationships within and outside the organization.
- Strong community awareness and astuteness.
- Must have computer skills, including Microsoft Office Suite, Teams, Zoom, GoToWebinar, CRM systems, and an ability to learn new platforms.
- Must have a valid driver's license, including use of own car.
- This position may require travel locally and nationally.
- Some assignments may include work hours during the evening and on weekends.

APPLY: Visit www.tourette.org/about-us/careers to submit cover letter and resume