



## Down Syndrome Association of Greater Toledo Buddy Walk Co-Chair Description

**DESCRIPTION OF ORGANIZATION** *The Down Syndrome Association of Greater Toledo (DSAGT) is a 501(c)(3) not-for-profit organization, founded in 1984, that serves individuals with Down syndrome and their families throughout 17 counties in Northwest Ohio and 6 counties in Southern Michigan. The mission of the DSAGT is to empower all individuals with Down syndrome to achieve their goals and reach their fullest potential by providing support, education and advocacy not only for the individual, but also their families and communities. We envision a community where all individuals with Down syndrome are accepted, included, and given limitless opportunities to pursue their dreams as respected members of society.*

**DESCRIPTION OF POSITION** *The Buddy Walk Co-Chair will be responsible for the planning and execution of the Toledo Buddy Walk alongside the Administrative Director. The Toledo Buddy Walk is DSAGT's signature event, typically gathering over 1,000 participants.*

*Contracted Rate: \$2,000*

*Position Status: Seasonal, Mid July through Beginning of October*

The successful candidate must possess strong leadership skills, analytical and strategic thinking abilities, ability to multi-task, and superior interpersonal skills. The Co-Chair should streamline operations and ensure that the Buddy Walk planning and event runs smoothly.

### **Duties and Responsibilities:**

- Responsible for ensuring that all key volunteer positions are filled
- Responsible for keeping track of the timeline and budget for the event
- Assist with helping secure teams, sponsorships, entertainment, food, etc. as needed
- Ensure that the tasks are being completed on time so the event will be successful
- Hold regular meetings with the subcommittee chairs and ensure that volunteers and donors are recognized in the walk literature and receive written thank-you cards
- Assist with Buddy Walk Committee Planning meetings
- Assist with event day logistics to ensure the Buddy walk runs smoothly

**Schedule:**

- Estimated 10 hours per week
- Flexible schedule, can work evenings or weekends if needed
- Must be on site to work from 8am to 6pm on day of the Buddy Walk to coordinate event (Sunday, October 3, 2021)
- Must be available to join DSAGT's virtual board meetings on July 21<sup>st</sup> at 7:30pm and September 15<sup>th</sup> at 7:30pm

**Qualifications:****Minimum:**

- Excellent written and verbal communication skills
- Positive work relationships
- Knowledge and skill with a variety of software programs, including Microsoft computer applications (Word, Excel, PowerPoint, QuickBooks, etc.)
- History of working productively and independently
- Excellent organization skills
- Superior problem solving skills
- Strong leadership qualities
- Strategic thinker

**Preferred:****Experience with the following:**

- Social media
- Database creation and management
- Non-profit organizations
- Fundraising
- Experienced in working with individuals with Down syndrome
- Proven history of raising philanthropic support
- Experience with event planning and coordination

Please complete application and return to Krista Huff at [krista@dsagt.org](mailto:krista@dsagt.org) by Sunday, July 4<sup>th</sup>. Interviews anticipated the week of July 5, 2021. Interviews can be virtual or in-person.