

NATIONAL ASSOCIATION OF SOCIAL WORKERS

JOB DESCRIPTION STATEMENT

TITLE: Development & Education Coordinator **POSITION STATUS:** Part-time
UNIT: Administration **ISSUE DATE:**
DEPARTMENT: NASW-MS **SUPERCEDES:** None
REPORTS TO: Chapter Executive Director **PAY LEVEL:**
FLSA STATUS: Non-Exempt

I. MAJOR FUNCTIONS:

The Development & Education Coordinator is responsible for the successful planning and execution of all education and non-dues revenue sources of the association. This role is critical to the organization’s financial health through two key areas that include education and development activities of the association.

II. BASIC DUTIES AND RESPONSIBILITIES:

1. In collaboration with the Executive Director, develop monthly virtual workshops that include strategically planning the NASW-MS annual conference; build attendance, leverage partnership and increase revenue, manage online registration for the conference.
2. Serves as coordinator as well as development of the budget for annual conference; manages the operational/logistical aspects (space, food, beverage, etc.), conference staffing including volunteers, as well as, serve as primary liaison with speakers, keynote, presenters, vendors and is the on-site point of contact.
3. In collaboration with the Executive Director, create a year-round comprehensive continuing education program that includes in-person and online continuing education programming across all social work practice areas, develop a year-round budget that demonstrates a net-growth in revenue across continuing education programming, ensures the continuing education programming and speakers are in line with organizational strategic plan and align with diversity plan.
4. Develop and maintain an online database for speakers/presenters for continuing education courses, ensure that continuing education programs meet the MS State Board of Examiners for Social Workers Rules and Regulations, develop and update yearly

competitive analysis of continuing education programs online and in MS/surrounding areas, oversees the development of the Online CE Program.

5. In collaboration with the Executive Director, create and implement and execute a yearly development and fundraising strategy, Develop and implement system to track donors, grants and develop systems to increase organizations fundraising, grants and giving capacity. Develop and foster relationships that support the NASW mission on a national level, ensure all development and fundraising initiatives align with organizational strategic plan, development policy and diversity plan, Co-staff and work with the Chapter's Finance Committee.
6. In collaboration with the Executive Director, manage CE Collaborative, create and provide monthly reports on the status of collaborative, applications and revenue.
7. Develop systems and practices to solicit feedback from membership on areas for continuing educations. These systems and practices include, but are not limited to yearly focus groups, online surveys, online suggestion box. These efforts will drive the development of annual calendar and ensure all voices; across all practice areas, are reflected in the annual planning of the programs offered by the chapter, identify new licensure areas for certificate programs, continuing education and professional development.
8. Know MS Continuing Education Requirements for Social Workers and be able to inform members or non-members, as needed.
9. Perform other tasks, as required.

III. MINIMUM WORK REQUIREMENTS:

Skills:

1. Excellent verbal and written communications skills, including the ability to effectively communicate/interface with the public and make presentations to a wide variety of audiences; must be familiar with Microsoft Office Suite, social media platforms, web development, google analytics and project management software.
2. Ability to lead and collaborate in a complex environment with multiple competing priorities.
3. Ability to manage time effectively, plan and manage a budget.
4. Ability, and previous experience with, prospecting and developing meaningful partnerships.
5. Ability to establish and maintain cooperative business relationships and to build credibility and trust throughout the organization, demonstrate teamwork and enthusiasm with team members

6. Strong problem identification skills, including the ability to problem solve and generate creative solutions, exercise common sense and sound judgment, and make effective decisions based on accurate and timely analyses.
7. Detailed oriented and the ability to think critically.

Knowledge:

1. Bachelor’s degree required; prefer BSW or MSW.

Experience:

1. Minimum of 3-5 years of related work experience, preferably at a professional association and/or nonprofit setting
2. Minimum of 3-5years’ experience and responsibility for organizing events or similar activities; complex project management is preferred

IV. ATTRIBUTES

1. **Results driven:** He/she sees the big picture, assists with the development and monitoring of key performance metrics to produce the desired results.
2. **Strong business acumen:** He/she sees opportunities and emerging trends, and is knowledgeable about the operations, unique needs, and goals specific to member-driven, not-for-profit organizations.
3. **Firm and fair leadership:** He/she will work with a wide range of staff, colleagues, and members, requiring a firm, fair, and flexible style that both complements the efforts and supports the needs of others.
4. **Partnership:** This individual is able to build trust internally and externally and must be viewed as highly professional, discreet, and accountable.
5. **Organizational agility:** He/she has a thoughtful, respectful communication style that fosters an open environment, enabling thought-provoking discussions and collaborative decision making.
6. **Perceptive:** He/she is creative and intuitively recognizes opportunities and takes appropriate action.

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This document describes general job duties and responsibilities. It is not a complete listing of job duties. Further clarification should be obtained from the supervisor listed above (e.g. Work plans, performance standards, task lists etc.). Incumbents may be required to perform tasks related to these duties. Major changes in job duties should be incorporated in this description.

NASW is an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status