



Position Description
Director of Community and Strategic Partnerships
Massachusetts Sibling Support Network

Background

The Massachusetts Sibling Support Network (MSSN; <https://masiblingsupport.org>) is a small nonprofit organization dedicated to supporting siblings of people with disabilities by: a) creating welcoming communities for siblings across the lifespan; b) improving the range and availability of sibling support services; and, c) providing education about sibling-related issues. Founded in 2009, the MSSN incorporated as a nonprofit in 2011. The MSSN is the state chapter of the national Sibling Leadership Network (<https://siblingleadership.org>).

Core Values of the MSSN (retrieved from <https://siblingleadership.org/about>)

- Individuals with disabilities have the same rights as all members of society to dignity, respect and the opportunity to grow and to be productive members of their communities.
- Siblings of individuals with disabilities, many of whom will share the longest life-relationship with their brothers and sisters, can have a powerful, positive impact on their siblings' experiences.
- Brothers and sisters of individuals with disabilities are uniquely positioned to help ensure the present and future care of their siblings, and we strive to achieve this in partnership with service and support organizations as well as government agencies.
- In promoting the rights of our brothers and sisters, and of all individuals with disabilities, we are committed to advocating for policies and services that meet their needs.
- Siblings of individuals with disabilities often share similar experiences and concerns and can be of great support to one another to enhance both their lives and their siblings' lives.

Position Overview

The MSSN seeks a *Director of Community and Strategic Partnerships* (Director) to help to continue our growth as an organization. This is a part-time position. Pay is commensurate with experience.

The Director will supervise and work directly with MSSN's Project Manager, and report to the MSSN Board of Directors. This person will have a strong commitment to fostering and harnessing the collaborative spirit and grassroots energy upon which MSSN was built.

In addition to overseeing MSSN's operations, the Director will be responsible for:

1. Cultivating existing and establishing new strategic partnerships within the disability community on behalf of MSSN
2. Delivering MSSN programs and services (e.g., presentations, trainings)
3. Engaging in fundraising and development to maintain and strengthen a sustainable organization
4. Assisting in the development and implementation of MSSN's strategic plan
5. Promoting and raising awareness of the MSSN by functioning as a steward to the public

Key Responsibilities

- Work with the Board to set the direction of the MSSN by developing and implementing a strategic plan
- Serve as MSSN's ambassador with partners and relevant groups, including attendance at sibling- and disability-focused conferences in Massachusetts
- Cultivate existing and establish new strategic partnerships within the disability community in Massachusetts on behalf of the MSSN
- Implement and administer programs and services appropriate to MSSN's mission
- Create and implement a development plan aligned with MSSN's strategic plan
- Cultivate a sustainable revenue stream including fundraising from individual donors, foundations, and corporate sponsors
- Coordinate and grow MSSN's group of volunteers
- Communicate regularly with the MSSN Board of Directors, keeping them apprised of organizational activities, and regularly update the Board with relevant information to allow the Board to meet its responsibilities regarding fiduciary and legal duties
- With the Treasurer of the Board, develop annual budget and oversee finances to comply with operating policies and applicable laws ensuring MSSN maintains its nonprofit status

Qualifications

- Strong commitment to MSSN's mission
- Effective leader who can work collaboratively to set vision and strategy
- Keen understanding of siblings and families of individuals with disabilities through being a sibling of an individual with a disability or otherwise
- Strong ties within the disability community in Massachusetts
- Ability to be a spokesperson for MSSN
- Ability to give presentations on behalf of MSSN
- Experience fundraising with donors, foundations, and corporate sponsors
- Excellent oral, listening, and written communication skills
- Proven management and organizational skills
- Familiarity with nonprofit operations, including board structure and financial compliance
- Experience using digital technology, including social media, Google drive, Excel spreadsheets, etc.

Application Process

Interested individuals should fill out the [online application](#), AND email a resume and cover letter to admin@masiblingsupport.org.

The MSSN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.