



Position Title: Senior Director/Director of Education Programs

Reports to: President & CEO

Location: Washington, DC, New York, NY or Remote

Travel: Up to 25%

FLSA Status: Exempt

The National Down Syndrome Society is the leading human rights organization for all individuals with Down syndrome. NDSS envisions a world in which all people with Down syndrome have the opportunity to enhance their quality of life, realize their life aspirations and become valued members of welcoming communities. Founded in 1979, NDSS supports and advocates for the Down syndrome community by focusing on three key areas of programming: Resources & Support, Policy & Advocacy and Community Engagement. NDSS maintains an aggressive, comprehensive legislative agenda and provides support, informational resources and community engagement opportunities that span the life of an individual with Down syndrome.

For more information visit www.ndss.org.

Summary of Responsibilities:

The Senior Director/Director of Education Programs is responsible for developing and implementing education program strategies to support individuals with Down Syndrome, their families and educators. The Director of Education Programs will leverage and/or establish new best practices to advance the goals of the organization. This role will work in close collaboration with the NDSS Advocacy & Public Policy team to identify recommended policy efforts related to education. This role will oversee the Education Program team focused on building and retaining a high-performing team.

Primary responsibilities of the Senior Director/Director of Education Programs include:

- In coordination with the President/CEO and senior leadership, identifies priorities and best practices for learning strategies and program initiatives.
- Plans and implements a comprehensive budget addressing program and organization priorities.
- Sets the overarching direction, establishes metrics and leads a team in the execution of program initiatives
- Develops, manages and maintains relationships with relevant policy makers, and works proactively to produce positive legislation for education.
- Builds a culture of continuous improvement by using data to drive decisions and make course corrections when necessary.
- Works closely with the communications team to build greater visibility of NDSS educational resources and initiatives through digital communications, social media and other cultivation tools.
- Collaborates with development staff to identify, cultivate, solicit and steward program funders
- Other duties as assigned

Qualifications and Experience Required:

- Bachelor's degree or equivalent experience is required; Master's degree preferred
- 8 - 10+ years minimum of professional experience in the field of education with demonstrated success in designing and implementing educational programs to serve the needs of individuals with intellectual and developmental disabilities
- Excellent understanding of federal and state education policy including the Individuals with Disabilities Education Act (IDEA) and Every Student Succeeds Act (ESSA)
- Understanding of Disability Studies (DS), Disability Studies in Education (DSE), and educational research
- Experience managing a budget of \$500k+
- Demonstrated success in working as a leader and developing effective working relationships with staff, volunteers and other stakeholders
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines
- Ability to work as a self-starter, make decisions and solve problems independently, effectively and creatively
- Excellent written and verbal communication, interpersonal and relationship-building skills
- Demonstrated record of sound political judgment and non-partisanship
- Ability to travel occasionally

How to Apply:

Qualified applicants should submit their resume with a cover letter to NDSS via email at hr@ndss.org

NDSS does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.