



Autism Society of America

Affiliate Advancement Specialist: Programs and Training

Position Summary

The Autism Society of America works to improve the lives of all affected by autism through our network of 83 community-based Affiliates nationwide. The Affiliate Advancement Specialists serve as the primary point of contact for all Affiliates who comprise the Autism Society network, and are responsible for Affiliate training, communications and resource distribution to Affiliates, enforcement of Affiliate standards, leveraging best practices from Affiliates, and reporting on Affiliate activity, outcomes and impact. The Specialists are expected to suggest new strategies and tactics, and will be expected to demonstrate increased mission impact, operational capacity, efficiency and effectiveness across the Affiliate network.

Specific Duties and Responsibilities

1. Consult with Affiliates on all aspects of organization development:
 - a. Help Affiliates identify and address the root causes of challenges and assist their leaders in building the skills and expertise to develop solutions.
 - b. Help Affiliates set strategic direction to increase mission impact.
2. Manage all Affiliate training to build capacity nationwide:
 - a. Develop and implement Affiliate training programs as needed.
 - b. Update and maintain the Affiliate manual.
 - c. Create professional development opportunities for Affiliate leaders.
3. Manage the organization's national Affiliate programs:
 - a. Manage existing national programs across the Affiliate network.
 - b. Develop new initiatives to support the strategic direction of the organization, and implement across the Affiliate network. The Specialist will be responsible for the design, implementation, management, and evaluation of these strategic initiatives.
4. Report on a regular basis quantitative data on Affiliate impact and outcomes, and Affiliate participation in programs, training, meetings and conference calls.
5. Manage the organization's communication with Affiliates as it relates to these initiatives.
6. Manage day to day interaction with Affiliates, including responding to telephone, email and other requests from Affiliates in a timely manner.

Qualifications

- Significant experience advocating for individuals with disabilities preferred, particularly related to employment opportunities.
- Proven success with national program development, implementation and outcomes measurement.
- Experience with e-learning platforms and web delivery tools, as well as traditional training methods and techniques.

- Experience working in an organization with chapters/affiliates.
- Salesforce experience preferred.
- Knowledge of nonprofit operations, governance and reporting requirements.
- The Specialist is expected to be a self-starter with exceptional attention to detail.
- Proven success in building solutions, creative problem-solving, and increasing efficiency and effectiveness.
- Must be able to think strategically and creatively, and be proactive in anticipating and responding to the needs of the Affiliate network.
- Requires a collaborative, team-oriented individual with the ability to multitask, managing several projects simultaneously.
- Advanced organizational skills with the ability to handle multiple assignments
- Strong communication skills
- A bachelor's degree in a related field is required.
- The Specialist should have a full commitment to the goals and mission of the organization.

The position reports to the VP, Strategic Advancement.

The organization is an Equal Opportunity employer and encourages individuals with disabilities to apply.

To apply, please provide information regarding the program(s) and training you have developed and your experience with outcomes measurement, along with your resume and your salary requirements. Sample program materials should be included, when applicable.