**Organization:** South Carolina Respite Coalition  

**Position:** Assistant Director  

Resumes accepted by e-mail only to rachal@screspitecoalition.org by 5 p.m. on Dec. 2, 2019. Applicants should include a cover letter, resume and a list of three references.  

**Position Description**  
The Assistant Director of the South Carolina Respite Coalition (SCRC) is a full-time position with a statewide non-profit organization, requiring considerable dedication to family caregivers, but affording opportunities for much growth and creativity. It requires in-state travel at times. The Assistant Director is responsible to the Executive Director.  

**Primary Responsibilities**  
- Assist Executive Director with administrative duties and operations.  
- Assist with statewide planning and the work of the state and regional Advisory Councils on Respite.  
- Assist in securing grants, donations, and in establishing a signature fundraising strategy for SCRC.  
- Perform tasks to ensure activities of grants/contracts are complete in specified time frames to meet contractual obligations.  
- Disseminate information and other materials related to SCRC goals.  
- Assist with outreach, awareness, education, meetings, and events.  
- Assist in strengthening social media strategy and presence of SCRC.  
- Provide information on respite resources to parents and other family caregivers, and coach them on creating their own circles of support as needed.  
- Perform other duties, as required.  

**Qualifications**  
- Bachelor’s degree and at least four years of non-profit, human service experience required, or a master’s degree and at least two years of non-profit, human service or equivalent experience preferred.
• Non-profit organization experience is required (In social work, public health, disabilities, aging, mental health, or related human service field. Field placements are not considered a full year.)
• Excellent oral and written communication skills required.
• Public speaking experience required.
• Creative problem solving, monitoring and advancing objectives and accuracy with details required.
• Organization and time-management skills and ability to work with minimal supervision required.
• Knowledge of lifespan respite issues and families with a member with special needs required.
• Knowledge of MS Office Suite: Word, Excel, PowerPoint required.
• Grant writing and development/fundraising experience preferred.
• Administration and supervisory experience preferred.
• Competence in assuming delegated duties preferred.
• Aptitude for or experience in legislative education and advocacy desired.
• Experience or familiarity with Quickbooks and databases desired.

**Compensation:** Salary range: $37,000 - $47,000 annually. Paid leave and health allowance included.

SCRC is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.