



**JOB TITLE: Operations Impact Associate**

**PROGRAM: Administrative**

**LOCATION: Wichita, KS**

**TYPE: Exempt**

**TIME: 40 hours per week, some evenings and weekends**

### **Role Description**

The Down Syndrome Society of Wichita (DSSW) is seeking an adaptable, relationship-centered professional to serve as our Operations Impact Associate — a role focused on helping the organization operate effectively while strengthening the overall impact of our mission, programs, and community connections.

The Operations Impact Associate will help support the infrastructure behind DSSW's programs and initiatives through operational coordination, grant and donor prospect research, community relationship support, data organization, and cross-functional collaboration. This role requires someone who takes initiative and a proactive approach and is comfortable working in a fluid environment where priorities evolve and teamwork matters deeply. At DSSW, culture is just as important as capability. We are looking for someone who leads with character, values people, communicates with kindness, and champions a highly collaborative mission-focused team environment.

### **Key responsibilities**

#### **Operational Support and Organizational Effectiveness**

- Maintain records, databases, spreadsheets and data entry systems
- Support and execute administrative needs tied to fundraising events and organizational initiatives, such as signature fundraising events and family connection activities
- Provide occasional program facilitation, as directed by the Executive Director
- Assist in marketing and awareness efforts, including social media, flyer design and creation
- Execute targeted administrative duties with the Executive Director, acting as a reliable, proactive partner

#### **Missions Advancement and Connections**

- Research and identify supplementary grant opportunities and new funding prospects to continuously feed the organization's funding pipeline.
- Deliver all required organizational data, budget financials and program success stories to ensure the successful submission of grants
- Drive relationship building efforts with key community members, corporate partners and stakeholders to expand funding prospects
- Support relationship building efforts with community members, partners, donors and stakeholders through regular communication, newsletter creation and regular check-ins
- Tracking and data management for the organization's donors, sponsors and capital campaign

Candidate will fulfill other duties as assigned.

**The successful candidate will fulfill the following requirements:**

Self-starter is a must. Strong multi-tasking skills- have an understanding of Down syndrome and those with special needs - A friendly, energetic and outgoing personality - Strongly motivated and ability to have positive interactions with others – Maintains professionalism and sound judgment in difficult or unexpected situations – Timely - Strong communication skills – Strong observational skills - Organizational skills – Flexible - Must demonstrate ability to be tactful and assertive

**Requirements**

Must have a bachelor's degree

Self-starter and strong multitasking skills

Must pass a background check

Must have dependable transportation and a valid Driver's License

Must have clean driving record – background check required

Must have access to a cell phone and texting capabilities

Must be able to lift 50 pounds

**Working Conditions**

Indoor and outdoor working conditions. Ability to provide assistance for light physical exercise and involved activities. Lots of standing. Fast-paced environment.

**Submission Guidelines**

Provide a current resume

Provide two references (1 administrator or professional reference; 1 personal (non-relative). Email submissions to [info@dsswichita.org](mailto:info@dsswichita.org).

*The information provided is a general overview of the position. It is not intended to provide a comprehensive description of all job duties and assignments.*