



Position Title	<i>Affiliate Relations Program Coordinator</i>
Incumbent	
Reports to	<i>Director of Affiliate Relations</i>
Location:	<i>Destination Imagination HQ, Cherry Hill, NJ</i>

Organizational Mission and Vision

Mission: To engage participants in project-based challenges that are designed to build confidence and develop extraordinary creativity, critical thinking, communication, and teamwork skills

Vision: Inspire and equip participants to achieve anything they can imagine in life

Destination Imagination, Inc. located in Cherry Hill, NJ, is a leading educational nonprofit dedicated to engaging participants in project-based challenges that are designed to build confidence and develop extraordinary creativity, critical thinking, communication, and teamwork skills. Destination Imagination seeks to inspire and equip participants to achieve anything they can imagine in life.

Position Summary

Destination Imagination's Affiliate network is comprised of over 70 organizations around the world that are responsible for administering the Destination Imagination Challenge Experience in their respective geographies. The Affiliate Relations Program Coordinator will carry out important operational duties, as well as help in the planning and organizing of specific programs and activities that support the mission of the Affiliate Relations team and Destination Imagination at large. The Affiliate Relations Program Coordinator will be an integral part in ensuring that Affiliate Relations operations run smoothly and efficiently.

As a member of the Affiliate Relations team, participates in the development of strategies and annual goals for Affiliate Relations that are aligned with the overall strategies, goals, and plans for DII.

Duties & Responsibilities

- Assists in developing goals and project plans for Affiliate Relations, implementation of these plans, reporting progress against goals, and achieving results.
- Originates, responds to and routes to the appropriate team members for resolution
- Manages communications to/from affiliate members and volunteers
- Manages online registration for conference volunteers at Global Finals, attendees for our licensee conference, and any other events.
- Provides advance and on-site attendee support for Global Finals, the licensee conference, and any other events.
- Manages the online document center and the digital distribution of materials.
- Maintains and manages the volunteer database including ensuring volunteer rolls are up-to-date, accurate and complete.
- Identifies, builds and documents processes that streamline overall Affiliate Relations operations.
- Provides support for special projects as needed in support of Affiliate Relations.
- Interfaces with Finance, Events and Advancement to ensure flawless and efficient execution of initiatives.



- Supports and provides oversight of educational grant administration, interfacing with Finance to ensure accurate accounting.
- Provides recordkeeping for contracts and agreements.
- Builds relationships and presents volunteer engagement opportunities to businesses and organizations throughout the United States; coordinates communication.
- Coordinates the translation of educational materials and serves as gate-keeper for all documents throughout the translation process.

Job Specifications

- BA/BS Degree in Business or related field or equivalent experience
- Minimum of 3-5 years' experience in an administrative or program support role including volunteer management experience

Job Qualifications

- Volunteer and project management experience, educational philanthropic experience preferred
- Highly skilled in MS Office/Google systems
- Knowledge of the management of volunteers
- Outstanding verbal and written communication skills
 - Language skills in addition to English preferred
- Ability to work across cultural and geographic boundaries
- Attention to detail
- Ability to work autonomously as a self-starter as well as collaboratively in a team-based organization.
- Ability to manage multiple projects and priorities, work effectively and collaboratively with many diverse stakeholders, and perform in a fast-paced environment under tight timeframes.
- Demonstrated ability to role model what we teach and what we value:
 - Confidence, extraordinary creativity and critical thinking in approach to work, solving problems and ensuring the best possible experience for our participants and learners.
 - A collaborative team spirit that works in concert with people, information and tools to seek the greatest possible outcome for any endeavor.
 - Constant and clear communication to ensure that all stakeholders have the information they need when they need it in order to be successful.
- Holds a valid driver's license and passport
- Has the ability to travel as required

Physical Demands/Work Environment

Sedentary - Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and files. Walking and standing are required only occasionally.

Light - Lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Walking or standing to a significant degree, involves sitting most of the time with a degree of pushing and pulling.

Medium - Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Heavy - Lifting 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.



Work Environment

- Limited** - General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)
- Moderate** - Occasionally exposed to extreme atmospheric conditions (temperature, noise fumes, dust, etc.)
- High** - Frequently exposed to extreme atmospheric conditions (temperature, noise fumes, dust, etc.)

Job Description Review

I understand the contents and purpose of this position description and the requirements to fulfil its purpose and objectives and that I am expected to complete all duties as assigned. I understand the position functions and tasks may be changed from time to time by management and those changes do not automatically entitle me and make me eligible for compensation changes unless specifically agreed by management. I attest to being able to perform the essential functions of this position with or without accommodation. I understand that if in the future I will need accommodation, I will inform management of my accommodation needs which will be addressed at management's discretion and as the law requires. I understand that unless otherwise and elsewhere specified, my signing this position description is not a guarantee of employment by the Company and is not construed as such by me or the Company even if it is attached to an employment offer as an addendum.

Employee signature: _____ Date: _____