



Job Title: Director of Children's Services

FLSA: Exempt

Supervisor: Executive Director

Summary: Planning and development of The Sunshine Kids Foundation's Children's Services programs nationwide. Duties and responsibilities include managing programs to ensure that the organization achieves its mission and objectives. Reports directly to the Executive Director. This position is an in-office position based out of the National Office in Houston, TX and requires frequent travel.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Assist the Executive Director in management and development of The Sunshine Kids Foundation's Children Services programs.
2. Partners by maintaining hospital relations and coordinating participation in events.
3. Plans and Develops Children's Services program details, creates and implements policies and procedures for activities.
4. Coordinates with staff, volunteers, donors and vendors on all planned activities and timelines.
5. Oversees affiliate office Event and Program Managers in the selection and planning of all national, local and regional events and activities.
6. Creates budgets, evaluates event results and prepares related reports for program management.

Education/Experience:

Bachelor's degree from a four-year college or university and three to four years related experience and or training; or an equivalent combination of education and experience.

Please send a cover letter and resume to Jennifer Wisler at jennifer@sunshinekids.org.