

## Regional Coordinator Job Description

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### Organization Overview

Maddux Achilles Haggard was born on Feb. 4, 2005, with a condition incompatible with life. On the sixth day of his young life, his parents Mike and Cheryl Haggard had to make the excruciating decision to take him off life support. Before they did, they called photographer Sandy Puc' to take portraits of them cradling their son. Puc' photographed the couple with Maddux at the hospital before he was removed from life support and after — when he was free from the tubes and the wires that had sustained him.

Those tender photographs documenting Maddux's eternal connection with his parents inspired Cheryl Haggard and Sandy Puc' to begin the nonprofit organization, Now I Lay Me Down to Sleep (NILMDTS). Since 2005, NILMDTS has provided tens of thousands of parents with the free professional portraits of their baby. NILMDTS administers a network of hundreds of volunteer photographers in the United States and around the world.

### Overview of the Regional Coordinator

Regional Coordinators serve to motivate, unify, guide, mentor and support Area Coordinator's and volunteers, helping to build strong teams, facilitate communication, and raise awareness for NILMDTS. Regional Coordinators are responsible for the health of each area within their region and for ensuring that all areas are operating at their full potential by empowering Area Coordinators to lead their areas.

The success of Now I Lay Me Down to Sleep is dependent on the proactive team-building nature of our Regional Coordinators (RC). RC's will be provided with training and ongoing support as this position carries the responsibility of multi-state coordination of the NILMDTS volunteer program.

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### Reports To

NILMDTS Director of Programs

### Commitment

This is a full time (40 hours per week) position

### Specific Job Functions Relative to Headquarters

- Implement HQ policies and procedures
- Primary point of contact at HQ for Area Coordinators
- Provide feedback as HQ develops training and support materials for volunteers
- Support and promote HQ initiatives including events and fundraisers
- Collaborate with Staff to troubleshoot and resolve regional challenges
- Identify Target Cities within each region using provided metrics

### Manage Area Coordinators (ACs) in your Region

- Ensure ACs understand the scope of their responsibilities
- Motivate toward a sense of teamwork among the ACs within the AC community
- Empower ACs with specific guidance in various areas— recruitment, retention, hospital communication, etc.
- Ensure ACs are achieving their specific goals, duties, and responsibilities
- Ongoing communication to motivate, unify, guide, mentor, support, and encourage ACs

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Now I Lay Me Down to Sleep

- Select, vet, train and launch new or replacement ACs when needed or appropriate per HQ process
- Host and plan monthly Area Coordinator meetings
- Administer disciplinary procedures or remove ACs from volunteer positions and work with ACs in determining the best course of action for disciplinary issues in their area

## Work with Volunteers without an Area Coordinator

Offer each individual with the same level of support they would have with an Area Coordinator  
Ensure that all volunteers feel appreciated and informed  
Onboard new volunteers as they come in and follow proper exit procedures when they leave  
Facilitate team building and team growth

## Regional Coordinators Must

- Have the ability to be sensitive to the nature of our work
- Operate within the Core Values of the NILMDTS team
- Possess relevant experience in the field: this includes operational leadership, nonprofit management, personnel development and financial management
- Have excellent verbal, written, and electronic communication skills
- Outstanding organizational leadership skills
- Effective and time-efficient communication

## Skills Required

- Proficient in all Microsoft Office Software
- Proficient in the Google Suite of products
- Trello or similar project management software
- Zoom meeting software
- Experience with databases
- Experience with Dialpad is preferred, but must be comfortable speaking on the phone regularly

## Work Environment

- NILMDTS operates virtually with the CEO residing in Colorado and additional staff members (7) in four US Time Zones
- All staff generally work hours within the Mountain Time zone
- Due to the nature of our virtual work environment, you must have a reliable high-speed internet connection as well as an up-to-date computer

## Position Requirements

- Be able to travel 2-3 times per year
- Must have reliable transportation
- Must be able to lift 20 pounds
- Must be able to have a quiet working environment at home during working hours

## Core Values

The following are the Core Values of the NILMDTS Team.

### *Passionate Contribution*

We believe that collectively we make a powerful impact on the healing journey of families. We contribute to our role in the organization in a way that demonstrates passion and commitment.



### *Prioritize People*

We take pride in having a positive mindset about our team and consider the perspective of others. We show appreciation to each other. We encourage each other to rest and rejuvenate, prioritizing our health and most important relationships, so we can make our greatest contribution.

### *Unyielding Integrity*

We are honest, do what is right, and honor our commitments. When we make a mistake, we own it, resolve it, and learn the lesson to avoid it in the future. When someone deserves credit and appreciation, we acknowledge their efforts and achievements.

### *Continuous Growth*

We constantly strive to improve the mission of the organization as well as improve ourselves. We are open to improvement, growth, and change so we can better serve more families.

## Compensation and Benefits

- Compensation commensurate with experience
- PTO package
- 13 Paid Holidays
- 401K up to 3% match
- Medical, Dental, and Vision options are available

### **TO APPLY**

To apply for this position, you must submit by email a cover letter, resume, and salary requirements and you must answer the following questions. If these questions are not completed and submitted with a cover letter and resume, your application will not be considered. Please keep your answers to no longer than a paragraph each.

1. Why do you want to work for Now I Lay Me Down to Sleep?
2. Describe a specific situation in which you successfully managed a diverse group of individuals.
3. What is the most significant contribution you will bring to Now I Lay Me Down to Sleep in this position?

Please submit application package and salary requirements by email:  
employment@nilmdts.org.

Please use: "Regional Coordinator" as your subject line.

For more information about Now I Lay Me Down to Sleep

Please visit our website <http://www.nowilaymedowntosleep.org>