



Executive Director

GENERAL DESCRIPTION

The executive director (ED) is the chief administrator of the Alzheimer's Alliance of Smith County (Alliance). The ED is the liaison between the Board of Directors, the staff and the community. Under the direction of the Board and within Board policy, program definition and approved budget, the ED has full responsibility and authority to plan, staff and direct programs, and to manage the affairs of the Alliance. The ED provides vision for the short and long-range goals of the Alliance ensuring that its purpose is achieved.

EXAMPLES OF WORK PERFORMED

Executive Leadership

- Coordinate and oversee all office operations and staff, maintaining a positive atmosphere in order to ensure a high standard of performance from staff and volunteers.
- Lead a team of Board and staff to develop and implement a strategic plan to guide growth, expansion, and community impact.
- Develop and monitor established goals and strategies to advance the purpose of the organization.
- Oversee hiring, supervising, and promoting growth in positions, establish individual goals and review performance on a regular basis.
- Participate in and facilitate meetings of the board of directors and advisory committee and facilitate board development.
- Build and maintain community relationships with supporting institutions.
- Work with Board of Directors to establish policies for the Alliance.
- Work with Board to recruit new Board members.

Financial Management

- Make appropriate recommendations to board on compensation plan and salary adjustments.
- Develop and manage the annual budget.
- Maintain a close working relationship with the Alliance accountant when preparing budget and other financial records.
- Oversee strategy development to meet annual budget goals and monitors performance to ensure long-term financial viability of the organization.
- Make sound financial decisions and program recommendations based on a thorough understanding of the organization's overall financial position.

- Ensure that the organization is prepared to demonstrate operational and financial flexibility to fulfill its purpose.
- Work with the Board Treasurer and Finance Committee to keep the Board updated on monthly/annual financial position, as well as other financial decisions.
- Supervise financial management and financial reporting, including annual audit and annual tax filings.

Program and Services

- Build an operating structure with sound succession planning throughout all levels of the organization to continue to offer quality provision of services.
- Lead staff to develop goals, objectives, and strategies for provision of all programs and services, as well as expansion or addition of programs and services.
- Develop policies and procedures that support service delivery.
- Work with community partner organizations to increase capacity to provide services to the community.
- Arrange for outside consultants as needed.
- Implement databases, data collection process, and measure outcomes to determine effectiveness and evaluation of programs and services to make appropriate changes.
- Look broadly at community needs to review and ensure alignment of programs to the need and purpose of the organization.

Fund Development

- Plan and oversee all fundraising efforts of the Alliance as directed and approved by the Board.
- Provide leadership to the development director, staff, and volunteers to accomplish established fundraising goals.
- Maintain an effective working relationship with the Auxiliary of the Alliance to produce additional exposure and funds for the work of the Alliance.
- Work with the board to develop a fiscal strategy and fundraising plan

Marketing and Public Relations

- Maintain effective relationships with Media to provide optimum exposure of the Alliance. (Newspaper, radio, television, and all other forms of public media.)
- Develop and maintain relationships with diverse internal and external stakeholders.
- Serve as the principal spokesperson in the community.
- Focus on the overall impact of the organization in the community.
- Work to increase and improve services to community members in need through collaboration, innovation and raising public awareness.
- Work with area legislators and other organizations who advocate to meet the needs of the Alzheimer's family.

EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree in business administration, public administration, nonprofit leadership, or a related field required; advanced applicable degree(s) a plus.
- At least 5-7 years of leadership experience with recent senior management level experience.
- Experience leading and developing a team with a focus on organizational growth.
- Experience as a key spokesperson for an organization with an ability to motivate diverse audiences such as corporate executives, government officials, civic groups, faith-based organizations, and community groups.

BENEFITS

- Competitive compensation package
- 401k with employer matching
- Medical & dental benefits
- Employer provided life insurance
- Generous PTO plan

For more information or to apply for this position, please email your cover letter and resume to stephanie@alzalliance.org.