

Executive Director, Greater Kentucky and Southern Indiana Chapter

Who We Are:

The Alzheimer's Association is the leading voluntary health organization in Alzheimer's care, support and research. Our mission is to eliminate Alzheimer's disease through the advancement of research, to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health.

Position:

We invite qualified applicants to consider this one of a kind opportunity to make a life changing impact on the millions suffering from Alzheimer's disease, their caregivers, and those that may be diagnosed with the disease in the future. Read on to learn more about the role, then visit our website www.alz.org to find out more about who we are and why we've been recognized as a Best Place to Work the last ten years in a row.

The Executive Director (ED) has overall strategic and operational responsibility for the Greater Kentucky and Southern Indiana chapter's staff, fundraising, programs, growth, and delivery of the Association's mission. The ED is an essential partner in the Association's strategic plan to support millions of people living with the disease and their families while accelerating research progress to change the trajectory of Alzheimer's disease.

The ED is responsible for effective management of the Chapter's operations, supporting fundraising operations, raising \$3+ million annually in partnership with our Home Office, managing the chapter's budget as well as the staff, board of directors and hundreds of volunteers -all focused on carrying out the mission of the Alzheimer's Association in Greater Kentucky and Southern Indiana. The ED will work in collaboration with other chapters in the Region (consisting of Illinois and Greater Indiana chapters) as well as senior staff from the Home Office located in Chicago, and the Public Policy team in D.C.

Location & Reporting Relationship:

The position is located in the Louisville office of the Greater Kentucky and Southern Indiana chapter and reports to the Regional Leader (internally known as Region 9).

Responsibilities:

- Ensure ongoing local programming excellence supporting families in Greater Kentucky and Southern Indiana living with Alzheimer's and related disorders and driving quality care in the state.
- Lead revenue opportunities including Walk to End Alzheimer's®, The Longest Day® and other Association events.
- Build relationships with corporate partners and community organizations as well as local, state and Federal government entities.
- Actively engage the community in the work of the Alzheimer's Association through corporate initiatives and outreach.
- Build and coach a team of staff and volunteer leaders to support the chapter's annual initiatives. Engage constituents from diverse communities.
- Lead volunteer recruitment to ensure appropriate resources are in place to achieve the Chapter's goals and objectives.

- Actively engage staff and volunteers in development efforts, chapter programs, engaging health care systems and advocacy efforts.
- Work in collaboration with neighboring chapters and other non-profit organizations to ensure city, state and Federal Public Policy initiatives benefit our constituents.
- Support mission activities of advancing research and expanding concern and awareness.
- Create and manage chapter budget, maintain financial records, and oversee daily office functions.
- Oversee grant funded projects ensuring objectives have been met, submit timely informative reports, manage audits in partnership with finance director, and write for new grant funding as opportunities arise.
- Serve as the primary spokesperson for the chapter.

Required Knowledge and Experience:

- Proven experience leading a non-profit, preferably a Voluntary Health Association (VHA), with prior achievement of growth in mission-driven activities, with a strong focus on revenue generation.
- Solid history of recruiting, developing and retaining staff and volunteers, building alignment and achieving goals around strategic priorities.
- Mass market event fundraising experience required, with additional fundraising experience a plus.
- Effective communicator and experience as a community spokesperson.
- Experience interpreting data analytics, monitoring results, taking corrective actions, and creating productivity enhancements.
- Experience working in diverse communities.
- Superior management skills with ability to troubleshoot and resolve differences. Ability to gain widespread support in the course of managing projects.
- Proven ability to lead implementation across a spectrum of cross-functional initiatives.
- Excellent verbal, written, and organizational skills, commitment to confidentiality, ability to exercise tact and diplomacy in dealing with constituents, volunteers and staff.
- Statewide experience a plus.

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- 10 years of senior level non-profit management experience; minimum 5 years of mass-market special event or comparable fundraising experience.
- Record of effectively and positively leading a local or regional non-profit organization.
- Commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Ability to work effectively in collaboration with diverse groups of people.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Excellent computer skills and analytical savvy to build, review, and analyze data. Proficiency in MS Office and Google applications.

- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning.
- Detail oriented, adaptable, organized and able to successfully manage multiple projects and tasks.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Ability and willingness to travel frequently throughout chapter territory and beyond. At least annual travel to Washington DC and occasional travel to National offices, and national and international events may also be required.
- Must possess valid driver's license, access to reliable transportation and proof of automobile insurance. Estimated overnight travel is 10-20%.