

ALZHEIMER'S ASSOCIATION, GREATER PENNSYLVANIA CHAPTER

POSITION DESCRIPTION

POSITION TITLE: PRESIDENT/CEO

REPORTS TO: Alzheimer's Association of Greater Pennsylvania Chapter Board Chair

GENERAL SUMMARY:

The President/CEO is responsible for the general management of the Area Chapter, ensuring that it carries out the mission and goals of the Alzheimer's Association in its designated territory, and to provide executive leadership in developing and implementing Association strategic policies, procedures and services to those served by the Association.

ESSENTIAL JOB FUNCTIONS AND CORE COMPETENCIES:

DEVELOP AND SUPPORT EFFECTIVE LEADERS:

- Provide leadership in the area of Chapter Board development.
- Provide executive leadership for the Area Chapter and implement Board policy decisions within the chapter.
- Provide executive leadership for the Chair, the Board of Directors, key Board committees, and staff to enable timely and responsible decision-making.
- Maintain an organizational climate that attracts, motivates and retains high quality staff by implementing appropriate human resources policies and practices.
- Clearly communicate organizational goals to all stakeholders.
- Guide, develop and coach staff and ensure that annual reviews are conducted in a timely and constructive manner.
- Develop and maintain positive and effective relationships with staff and board members.

DEVELOP AND IMPLEMENT COMPREHENSIVE STRATEGIC AND OPERATION PLAN:

- Provide leadership in developing strategic plans for future growth of the Chapter which are aligned with the strategic plan of the Association.
- Lead the management team and, in conjunction with the Board of Directors, develop current operating plans and budgets.
- Ensure the adequacy and soundness of the Chapter's financial structure.
- Assure compliance with all Association policies, procedures, standards and applicable regulatory requirements; promote Association-wide programs and initiatives.
- Ensure chapter programs and systems are reviewed and evaluated regularly.

MAXIMIZE DIVERSITY AND INCLUSION:

- Work effectively in groups where there is a diverse membership; encourage an environment that is receptive to diverse opinions and styles.
- View differences as an asset and maximize diversity for competitive advantage.

EXPAND REACH, SERVICE AND REVENUE OF THE ASSOCIATION:

- Position the chapter and its programs to maximize fund development and other revenue opportunities; solicit key donors and develop key community, corporate, government and related sectors in support of the chapter's fundraising goals.
- Sustain the financial health of the Association.
- Develop quality programs and services to meet community needs and maximize services to our constituencies.

CREATE EFFECTIVE PARTNERSHIPS AND COLLABORATIONS:

- Develop productive, collaborative relationship with other community groups whose missions interrelate with and support the chapter's work to maximize opportunities.
- Ensure support for the Chapter's involvement in advocacy efforts to improve public policy.
- Serve as a spokesperson for the Chapter to the public, ensuring the written and verbal communication about the Chapter reflects its mission and goals.
- Develop and maintain positive and effective community relationships.

WORKING AND OFFICE CONDITIONS:

- Normal office environment
- High volume of public contact
- Travel by car to attend meetings within the chapter territory, and by air to attend other meetings
- Work may be stressful during periods of high volume or tight deadlines

EQUIPMENT:

- Computer workstation
- Fax machine
- Telephone
- Calculator
- Photocopier
- Audiovisual equipment
- Ability to use all manner of standard office equipment

MINIMUM REQUIREMENTS:

- 5 years of demonstrated senior management experience
- 5 years of demonstrated experience supervising professional and clerical staff and volunteers
- Demonstrated success in fund raising, and experience in budgeting and financial management
- Successful experience in providing leadership for, and developing, Boards of Directors
- Working knowledge of human resources laws and regulations
- Proficient user of personal computer and software applications

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to work effectively with volunteers, staff and external contacts to build and maintain successful teams
- Ability to prioritize and manage multiple priorities
- Ability to anticipate, identify, organize and analyze growth opportunities
- Ability to coach and develop staff and volunteers
- Ability to communicate effectively in person, in writing and electronically to a variety of audiences
- Ability to work effectively with diverse populations
- Ability to analyze information and make timely, appropriate decisions
- High level of integrity, diplomacy and initiative
- Ability to work evenings and weekends as needed
- Ability to travel as needed to perform job duties
- Ability to operate designated office equipment

LEADERSHIP ATTRIBUTES:

- Clear and Consistent Communicator
- Customer Service Oriented
- Effective and Timely Decision maker
- Financial and Business Acumen
- Goal Oriented
- Inspire Operational Excellence
- Market Savvy
- Ethical Conduct

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This job profile in no way states or implies that these are the only duties to be performed by the job holder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.