

# alzheimer's association®

**Job Title:** Executive Director

**Location:** Oklahoma City or Tulsa, OK

**Work Hours:** Full-time (based on a 37.5 hour work week)

**Grade:** 12

**Reports To:** Region 6 Leader

## Who We Are:

The Alzheimer's Association is the leading voluntary health organization in Alzheimer's care, support and research. ***Our mission is to lead the way to end Alzheimer's and all other dementia - by accelerating global research, driving risk reduction and early detection, and maximizing quality care and support.***

At the Alzheimer's Association, our employees are at the core of all we do. Our network of more than 1,700 employees across the United States makes a difference each and every day for those impacted by Alzheimer's and those at risk for the disease.

We warmly invite qualified applicants to consider this opportunity to make a life changing impact on the millions living with Alzheimer's, 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](http://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 eleven years in a row.

## Position Summary:

The Executive Director (ED), Oklahoma Chapter, will have overall strategic, leadership, collaboration and operational responsibility for the chapter's fundraising, programs, growth, and delivery of the Alzheimer's Association's mission. The ED will be 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 and change the trajectory of Alzheimer's disease, and also take the lead on building a strong, community-based Board of Volunteer Leaders to partner with all staff in the state of Oklahoma for a full range of mission impact.

The ED will build strong working relationships with all of the Association's administrative and functional leaders and will report to the Region 6 Leader. This leadership position will receive a foundation of support from the National Office located in Chicago, Illinois, and the Public Policy team in Washington, D.C.

**Responsibilities:**

- Serve as the Executive Leader for the Alzheimer's Association in the Oklahoma Chapter.
- Develop and maintain a high-impact Board of Community Leaders to have an outward interface with the Corporate, Social, Philanthropic and Medical communities for the state of OK. Lead the Board in contributing to efforts to impact fundraising, program delivery, securing of major and planned gifts, and raising the overall profile and brand visibility of the Alzheimer's Association in the community.
- Oversee the work of the Chapter's program staff with ongoing local programming excellence, conduct program evaluation and needs analysis to maintain superior delivery. Identify collaborative partners to augment mission delivery and foster beneficial collaborative relationships.
- Responsible for successfully carrying out all elements of the Strategic plan in the areas of fundraising, concern & awareness, public policy & advocacy, programs, medical & scientific affairs and diversity & inclusion.
- With the support of the Region 6 Public Policy Lead, build relationships with local, state and Federal government. Serve as the lead staff person for the Chapter for Advocacy and Public Policy, building relationships with recruited Ambassadors, and leading recruitment efforts for those needing to be recruited.
- Work in collaboration with neighboring chapters and other non-profit organizations to ensure city, state and Federal Public Policy initiatives benefit our constituents.
- Contribute to the success of Walk to End Alzheimer's events and The Longest Day in the area, identifying specific goals for personal self that will add value and girth to the events.
- Lead revenue opportunities personally in other areas, such as Gala, AWARE, Intermediate Gifts, major gifts and planned gifts prospect identification, and launch additional relationship events for FY 21.
- Serve as the lead chapter staff for Corporate relationships and development; build solid relationships with corporate partners and community organizations.
- Lead volunteer recruitment to ensure appropriate resources are in place to achieve the chapter's goals and objectives.
- Work with the National office's Relationship Development & Strategic Giving experts to enhance our major giving opportunities.
- Create and manage chapter budget with Profit & Loss responsibility.
- Serve as the primary spokesperson for the chapter territory.
- Oversee day-to-day operations for the OK offices.
- Partner with other EDs in Region 6 on leadership of initiatives as opportunities rise.

**Required Knowledge, Skills and Experience:**

- Proven experience leading a similar Voluntary Health Association (VHA) of size and scale, one with potential for significant growth.
- Mass market special event fundraising experience required; additional fundraising experience a plus.
- Community mobilization and/or volunteer recruitment and management experience.
- Effective communicator and experience as a community spokesperson.
- Proven success in collaboration, and working across department lines and territory boundaries.
- Experience interpreting data analytics, monitoring results, taking corrective actions, and creating productivity enhancements.
- History of identifying, recruiting, developing and retaining staff and volunteers, building alignment and achieving goals around the strategic priorities.
- Proven ability to lead implementation across a spectrum of cross-functional initiatives.
- Excellent verbal, written, and organizational skills
- Superior management skills with ability to troubleshoot, resolve differences, and ability to gain wide-spread support in the course of managing projects.

**Qualifications:**

- Bachelor's degree preferred.
- At least 10 years of senior, non-profit management experience; minimum 5 years of mass-market special event fundraising experience.
- Record of effectively and positively leading a regional or national non-profit organization and staff.
- 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.
- 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.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning.
- Ability to work effectively in collaboration with diverse groups of people.
- 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 across chapter territories, to National offices, and national and international events, as required (overnight travel will be approximately 40%).
- Valid driver's license, good driving record, access to reliable vehicle

Employees working 24 hours/week or more are eligible for a comprehensive benefits package, including medical, dental, vision, flex accounts, short and long-term disability, life insurance, tuition reimbursement, generous PTO as well as an annual Cultural & Heritage Day of their choosing, Caregiver Leave, Volunteer and School Visitation time off, paid holidays and a gold standard 401(k) retirement plan.

*The Alzheimer's Association is committed to diversity, equity and inclusion in the workplace and provides consideration for an employment relationship without regard to race, color, religion, sex, sexual orientation, gender expression, gender identity, genetic predisposition, national origin, ethnicity, disability, veteran status, or any other characteristic protected by federal, state or local law.*

Applicants may apply for the position through this following link.

<https://jobs.alz.org/executive-director/job/15330998>