



### **Mission and Program**

The Alzheimer's Association is the leading, global voluntary health organization in Alzheimer care and support, and the largest private, nonprofit funder of Alzheimer research in the world. The Association is linked by our commitment to shared fundraising and our common mission 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. The Oregon Chapter, part of the national Alzheimer's Association which consists of 77 chapters, is seeking a highly qualified, visionary leader to serve as the next Executive Director of our \$1 million organization.

The ideal candidate will be an energetic mission-focused strategic thinker, equally comfortable and effective working with donors, board members, legislators, staff, and families directly affected by the disease. A collaborative bridge-builder, he or she will be a leader and mentor for staff, a courageous partner for the board, and an effective spokesperson for the Association and the disease across the state of Oregon. A highly-skilled communicator, he or she will also bring relevant experience managing fund development activities, will lead the chapter's ongoing development and growth and will be mission-driven, evidence-based, and business-minded.

To learn more about the Alzheimer's Association, Oregon Chapter, please visit:

[www.alz.org/oregon/](http://www.alz.org/oregon/)

### **Essential Job Functions**

The Executive Director bears responsibility for all executive, strategic, programmatic, financial, and management functions. Duties include, but are not limited to, developing the organization's financial, creative, and human resources; forging collaborative partnerships; articulating and advancing the organization's vision; leading the organization's strategic development; and working effectively with the organization's Board of Directors. Specifically, we seek the candidate who will:

- Provide executive leadership for the Oregon Chapter as an integral part of the Alzheimer's Association.
- Initiate and nurture productive, collaborative relationships with community groups whose mission interrelate with and support the Chapter's work to maximize delivery on the Alzheimer's Association Strategic Plan.
- Position the Chapter to maximize fund development opportunities; cultivate and solicit key donors, develop key community, corporate, government and related sectors in support of the Chapters goals.
- Raise the profile, reputation, and visibility of the Alzheimer's Association.
- Ensure compliance with the Alzheimer's Association policies as well as any applicable governmental policies and standards.

- Maintain an organizational climate that attracts, motivates, and retains high quality staff by implementing appropriate human resources policies and practices, while establishing an organizational culture of performance, achievement, and team work.
- Lead the management team and, in conjunction with the Board of Directors, develop current operating plans and budgets.
- Serve as the primary spokesperson for the Chapter to the public and in representing the Chapter at public events, conferences, workshops and media events.
- Provide executive leadership in implementing Chapter policy decisions as determined by the Chapter Board of Directors.
- Assure compliance with all local, state and national policies, procedures, standards and applicable regulatory requirements.

### **Minimum Requirements**

The board is seeking an individual with at least five years of demonstrated senior management experience in a non-profit or business management position. He/She must have a passion for serving the mission and be on a constant search for enhancement and bettering of the organization and the community it serves. Effective communication skills, both written and verbal, are essential. The Executive Director must be an effective relationship-builder with the ability to interact effectively with the Board, staff, volunteers and various constituencies. The ideal candidate will have an inclusive leadership style that endorses collaboration and open communication. He/She must understand the workings of a nationwide organization and participate as well as collaborate within such an environment. He/She will also have the flexibility to travel throughout the state and to national Association meetings as needed. A demonstrated success in fundraising is critical. The ideal candidate will have experience in budgeting and financial management, working knowledge of human resource laws and regulations, and experience supervising professional and administrative staff, as well as volunteers. He/She should also have experience in providing leadership for, and developing a board of directors. Knowledge of Oregon is desired.

EDUCATION: A Bachelor's degree in business or non-profit management is desired. A Master's degree in non-profit or business management is preferred.

### **Application Information**

The Alzheimer's Association of Oregon, an Equal Opportunity Employer, strongly encourages people of color to apply. Please send a letter of application, resume, and salary history to [Infoalzoregon@alz.org](mailto:Infoalzoregon@alz.org).

All applications will be treated with the strictest confidence. We will accept applications until the position is filled. We intend to contact qualified applicants by phone for preliminary discussion, but we cannot promise any applicant an individual contact.