

The American Parkinson Disease Association (APDA) is currently seeking an Executive Director, Georgia Chapter to join their growing organization. The position is a hybrid (work from home) based position but must live in the Atlanta metro area to travel to Chapter events and meetings. The position requires some evening and weekend hours, as well as occasional travel in the Southeast region.

AMERICAN PARKINSON DISEASE ASSOCIATION:

Founded in 1961, American Parkinson Disease Association (APDA) is the largest grassroots network dedicated to fighting Parkinson's disease. APDA's mission is to *"provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest."* It has raised and invested more than \$226 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of Parkinson's disease and ultimately put an end to this disease.

APDA provides an array of dynamic community-based programs and services in the State. The Georgia Chapter is well-established and works in close partnership with APDA's additional assets in the market, including an Information and Referral Center at the Morehouse School of Medicine and Advanced Center for Research at Emory University. The Chapter currently has one staff person with annual revenues of \$175,000-\$200,000, the majority of which is raised through events. The Chapter is well poised for explosive growth and seeks its first Executive Director (ED) to lead the Chapter team and champion efforts in the Southeast region.

YOUR ROLE:

The Executive Director provides strategic leadership in the Chapter's chartered territory and is responsible for engaging mission delivery, generating revenue, and maximizing community presence. The ED manages chapter human and financial resources and creates an atmosphere for volunteers, staff, and stakeholders to succeed in meeting the objectives of APDA's mission. The ED will accomplish this through the development, implementation and evaluation of all Chapter program and services, event, and operations, and administers APDA policies and procedures necessary to ensure efficient functioning and sustainable growth. The ED works in conjunction with the Chapter's Board of Directors and with the support and approval of the APDA President and CEO and/or designee(s).

Strategic Leadership

- Provides leadership, direction, management and training for chapter volunteers and staff in the development and implementation of the approved Annual Plan and Budget.
- Provides leadership for the cultivation of productive relationships with the various local spheres of influence including media, clinical, corporate, educational, and political leadership.
- Provides inspired and motivational leadership to the staff and volunteers while encouraging and promoting growth by serving as a visionary.
- Serves as the primary liaison to the chapter's Board of Directors and works with the Board Development Committee to identify, cultivate, recruit and train successor leadership to the chapter board and leadership positions.

Fundraising and Marketing

- Responsible for executing all levels of fundraising including events, grantsmanship, corporate support, and major gifts to achieve the chapter's annual plan and budget.
- Establishes an annual revenue plan that represents broad opportunities for donor prospecting, cultivation, acquisition, retention, upgrading, acknowledgement, and recognition.
- Marshalls the varied talents and resources available to meet and exceed fundraising goals and maximize market penetration.
- Directs the meaningful involvement of volunteers in fundraising at all levels of income producing activities.
- Evaluates the income growth potential of all chapter activities and develops appropriate strategies to ensure income stability and growth.
- Creates and implements an awareness and marketing program to improve APDA's brand recognition in the local chapter's territory.

Community Development and Public Outreach

- Provides the leadership, management and support for the development of mission driven programs (i.e. Support Groups, Patient Services; Public Education Campaigns, etc.).
- Serves as the primary staff spokesperson to promote the understanding of the APDA mission and presence in the chapter market areas.
- Cultivates productive relationships with the media and various constituent and related groups including professional, educational, and political leadership.

Finance and Administration

- Accountable for the development, management, and attainment of the annual budget, and administration of chapter accounting policies, preparation of reports, chapter records, and other documents as requested.
- Ensures there are no material weaknesses on Chapter Internal Audits.
- Implements the approval process for all contracts and purchases in accordance with APDA operational policies and/or practices.
- Appraises operating results in terms of costs, approved budget compliance, operating policies, trends, and increased net profit opportunities.
- Ensures that the policies adopted by APDA through the National Board of Directors are understood and followed by all employees and volunteers.

Liaison with National Home Office

- Represents the best interests, professionalism, and integrity of APDA in all activities and relationships through a unified message of APDA's mission and a commitment to organizational standards.
- Provides leadership in building confidence and a strong working relationship between the chapter office and the national office.
- Represents APDA at designated functions as an APDA professional and attend meetings as requested.

YOUR EXPERTISE:

- 5-7 years of progressively responsible related experience with a minimum of 4 years in a supervisory capacity
- Knowledge and skill in nonprofit management with emphasis on proven fund-raising results.
- Proficiency in fiscal management, skilled in exercising sound judgment and must possess good analytical skills.
- Excellent oral and written communication skills.
- Training and/or experience in community development and strategic planning, ability in volunteer recruitment and development.
- Experience with field-based organizations and distance management is preferred.
- Computer proficiency in MS Office/Outlook and user fluency in fundraising databases and web-based platforms such as Constant Contact, NetSuite, WordPress, DonorPerfect, and Donor Drive.

Base Starting Salary: \$95,000 - 105,000

*** American Parkinson Disease Association also provides an attractive benefits package that includes medical, dental and vision insurance, retirement plan, and generous paid time off in addition to standard holidays.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you! **Please forward your resume to mkolev@operationsinc.com**

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