

The American Parkinson Disease Association (APDA) is currently seeking an **Executive Director in South Florida** to join their growing organization. The Florida Chapter provides an array of dynamic community-based programs and services throughout the State and currently has one full-time Program Director based in Central Florida, and annual revenues of \$100,000+, the majority of which is raised through events. APDA's has two additional assets in Florida, including a Center for Advanced Research at the Mayo Clinic in Jacksonville an Information and Referral Center at the University of Miami and a Center for Advanced Research at the Mayo Clinic in Jacksonville.

The Florida Chapter is well poised for explosive growth and seeks an Executive Director (ED) to lead the Chapter's growth and champion efforts in the Southeast region. The ED role is a hybrid position, with a blend of work from home and in the community. The position is based in Florida and requires some evening and weekend hours, as well as travel locally, statewide, and regionally to cultivate relationships, engage constituents and attend local events and meetings.

The ideal candidate has leadership experience in the non-profit sector, is familiar with Florida's geography, culture, and the philanthropic market; has a proven track record in fundraising, is knowledge of Parkinson's disease and/or chronic illness, the healthcare and social service systems; possess strong relationship-building skills and communications strengths; and the ability to multi-task, deliver exceptional customer service, and utilize keen problem solving and judgment skills.

### **THE 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 Executive Director 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 Executive Director 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 Executive Director reports to a Regional Director and 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**

- Leads and manages chapter volunteers and staff in executing the Annual Plan and Budget.
- Cultivates relationships with local influencers, including media, clinical, corporate, educational, and political leaders.
- Provides visionary leadership to inspire and promote staff and volunteer growth.
- Acts as primary liaison to the Board of Directors, working with the Board Development Committee to recruit and train future leaders.

### **Fundraising & Marketing**

- Oversees all fundraising efforts (events, grants, corporate support, major gifts) to meet annual goals.
- Develops a comprehensive revenue plan for donor engagement and retention.
- Leverages resources to exceed fundraising targets and expand reach.
- Engages volunteers and creates marketing strategies to boost local APDA brand recognition.

### **Community Development & Outreach**

- Leads mission-driven programs (support groups, patient services, public education).
- Acts as spokesperson to promote APDA's mission, fostering media and community relationships.

### **Finance & Administration**

- Manages budget, accounting, audits, and compliance with APDA policies.
- Ensures financial stability and operational efficiency.

### **Liaison with National Office**

- Upholds APDA's mission and builds strong ties with the national office.
- Represents APDA professionally at events and meetings.

### **QUALIFICATIONS:**

- 5-7 years of relevant experience, including 4+ years in a supervisory role.
- Bachelor's degree required, Master's preferred.
- Proven nonprofit management and fundraising success.
- Strong fiscal management, analytical, and sound judgment skills.
- Experience in community development, strategic planning, and volunteer recruitment.
- Excellent communication, interpersonal skills, and relationship-building abilities.
- Preferred experience with field-based organizations and remote management.
- Proficient in MS Office, CRM (Blackbaud preferred), peer-to-peer platforms (Qgiv preferred), and web-based tools like Constant Contact, WordPress, and NetSuite.

### **SALARY AND BENEFITS:**

- Starting Salary Range: \$100,000 - \$105,000. Annual salary based on background and experience.
- 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 cover letter and resume to:** [mkolev@operationsinc.com](mailto:mkolev@operationsinc.com)

We're Operations Inc., a Human Resources Outsourcing and Consulting firm. Since 2001, Operations, Inc. has been supporting a base of over 1,400 clients with their diverse and evolving HR needs.

*American Parkinson Disease Association (APDA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, APDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. APDA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of APDA's employees to perform their job duties may result in discipline up to and including discharge. APDA will provide reasonable accommodation for qualified individuals with disabilities.*