

**ALLIANCE FOR LIVING
AT THE LIVING CENTER**

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**Exempt - Executive Director Job Description
40 Hours – Salaried Position**

Summary: This is a full-time exempt position. The Executive Director functions as the Chief Executive Officer of Alliance for Living, a non-profit social service agency dedicated to providing services to individuals who are infected and affected by HIV/AIDS. In this capacity, the incumbent is responsible for development and implementation of policies set by the Board of Directors as well as annual goals and objectives as specified in the agency Strategic Plan and financial, program and administrative management. Guidance and direction is provided by the President of the Board and by the Board and its Executive Committee. Cultural competency a must.

Responsibilities include:

- Overall leadership and management of staff;
- Leadership in the development and implementation of short and long range plans and policies and other activities;
- Financial management of the agency, including the development, implementation and oversight of the annual budget, in collaboration with the Director of Medical Case Management (DMCM) and Coordinators of specific Departments (e.g. Housing and Finance) - as appropriate;
- Management of the grants and the grant process in collaboration with staff and/or Grant Consultant;
- Administration of overall operations of the agency, including: reviewing and evaluating the effectiveness of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration in conjunction with the DMCM and Department Coordinators, , as appropriate;
- Primarily responsible for managing public relations and collaborates with the DMCM and Department Coordinators, as appropriate and ensures a positive image of the organization is a top priority of all staff;
- Responsible for oversight of DMCM and Department Coordinators in development and management of all marketing materials including the annual report, brochures,

external newsletters, appeals and materials relating to internal and external fundraising;

- Liaison with local, state and national organizations to ensure agency compliance relating to the macro issues of non-profit agencies and in collaboration with the DMCM and Department Coordinators in areas of concern for agency members and people infected and affected by HIV/ AIDS;
- Primarily responsible for the identification, expansion, cultivation, solicitation and stewardship of the agency's prospective and existing donor base including major donor solicitation of individuals, corporations and foundations.
- Responsible for the negotiation of contracted professionals to provide services (e.g. grant writing, outside marketing firm, accounting firm) with prior approval of the Board of Directors;
- Provides information, advice, and counsel to the President of the Board, Standing or Ad Hoc Board Committees and the Board of Directors in the creation of policies, programs, and strategic direction of the agency;
- Support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials;
- Provides a positive working environment for staff through timely evaluations, receptivity of feedback and professional development.
- Other duties as assigned;

Qualifications:

B.A. or equivalent of five (5) years of executive level experience in a Not-for Profit;

Proven ability to manage Fund Accounting;

Strong proficiency in donor cultivation, developing marketing materials and managing special events;

At least five (5) years in all aspects of managing staff (hiring, empowering, evaluating and disciplining);

Strong proficiency in developing and making presentations, writing grants, appeal letters, newsletters;

Must be adept at QuickBooks, Excel, Microsoft Office, Database Management;

Able to multi-task and be willing to maintain a flexible schedule;

Valid driver's license and insurance required;

Bi-lingual preferred.