

The American Parkinson Disease Association (APDA) is currently seeking an Executive Director for the Massachusetts Chapter to join their growing organization. The Massachusetts Chapter is one of APDA's most well-established chapters, provides an array of dynamic programs and services, and a revenue budget of approximately \$700k, the majority of which is raised through events. The Chapter serves as the hub of the Northeast Region which covers Connecticut, Massachusetts, and Rhode Island. The Chapter seeks an Executive Director (ED) to lead its team to achieve continued growth and champion efforts in the region. The ED role is a hybrid position, with a blend of work from home and in the community and requires some evenings and weekends and includes travel locally, statewide, and regionally to cultivate relationships, engage constituents and attend local events and meetings.

APDA has additional assets in the state, including an Information and Referral Center, the Center of Rehabilitation at Boston University, and two Centers for Advanced Research at Brigham and Women's and Boston University.

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

#### **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 \$282 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.

#### **BRIEF DESCRIPTION OF THE ROLE:**

The Executive Director (ED) provides strategic leadership in the Chapter's chartered territory manages 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 programs and services, events, and operations necessary for efficient functioning and sustainable growth. The ED 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**

- Provides leadership, direction, management and training for Chapter volunteers and staff in the development and implementation of the approved Annual Plan and Budget and promoting growth.

#### **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.
- 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 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 accounting policies.
- 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.

## **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.

## **QUALIFICATIONS:**

- 7-10 years of progressively responsible related experience with a minimum of 4 years in a supervisory capacity
- Bachelor's Degree or equivalent. Master's Degree preferred.
- 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.
- Proficiency 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: \$118,000-\$123,000. 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 resume to [mkolev@operationsinc.com](mailto:mkolev@operationsinc.com)**

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