

**ALZHEIMER'S ASSOCIATION- *Greater Michigan Chapter***

**Position Description**

POSITION TITLE: Regional Director

DEPARTMENT: Central Michigan Office

STATUS: Full-Time

BENEFITS: Health, Dental, 401(k), LTD, Life Insurance, Generous Time-Off Package

**GENERAL DESCRIPTION:**

This position provides leadership and direction for the development, coordination and implementation of the Greater Michigan Chapter's strategic and operational plans at the regional level. Administer programs, personnel, policies and procedures in the identified region. Serve as the primary chapter liaison with the local Regional Council. Works with other directors to coordinate relevant programs and services throughout the identified region. The Regional Office Director is responsible for the supervision, development and oversight of the Regional Office staff and volunteers. The Regional Office Director is a member of the Greater Michigan Chapter's Management Team. This position reports to the Vice President.

**MINIMUM REQUIREMENTS:**

Bachelor's degree required; Master's degree preferred.

3 years of leadership experience in program administration including needs assessment, program development, delivery, management and evaluation.

3 years experience supervising professional staff and volunteers.

Experience with strategic planning, budget development, fund development and management.

Ability to communicate effectively in person, in writing and electronically to a variety of audiences.

Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point.

**ESSENTIAL JOB FUNCTIONS:**

Actively participate in the chapter's Management Team to ensure effective integration of the Strategic Plan into Regional Work Plans.

Provide leadership to the Regional Council and appropriate chapter board committees to enable timely and responsible information exchange and decision-making.

Responsible for the recruitment and orientation of members of the Regional Council.

Provide management level leadership for the delivery and oversight of all chapter programs and services, including planning, budgeting and program evaluation.

Work with the Development Director to create and support a fund development plan for chapter programs and services and provide ongoing information and support to secure funding.

Work with the Grants Coordinator to identify potential grant sources, prepare necessary materials and provide ongoing oversight, reporting and coordination with other projects. Work with chapter Program Directors in developing and monitoring program service methods, data analysis, and service delivery systems for the chapter. Work with the Finance Director to develop budgets, financial plans and financial practices necessary for the sound fiscal operation of the Regional Office. Work with other management staff to develop strategies to market chapter services and programs. Represent the Association at public events, conferences, workshops and media events. Develop a working knowledge of Alzheimer's disease and related issues; community resources and the local health care delivery system. Develop and maintain relationships with local health care providers, social service providers and other community organizations or collaborations. Provide or review content for chapter communications including, chapter publications, and media announcements on Alzheimer's disease, caregiver issues and chapter programs and services. Responsible for recruitment, training, coaching and supervision of all Regional Office program staff and volunteers. Employee hiring decisions are made in conjunction with the Vice President. Manage an on-going community needs assessment; participate with other program staff in designing programs responding to identify needs. Maintain a safe, organized and orderly office environment (and surrounding areas where applicable). Assure compliance with all Association policies, procedures, standards and applicable regulatory requirements; promote Association-wide programs and initiatives. Inform Central Office of emerging issues about potential funders and programs.

### **WORKING CONDITIONS:**

Normal office environment  
High volume of public contact  
Travel by car to attend meetings within the chapter territory, and by air to attend national meetings  
Work may be stressful during periods of high volume or tight deadlines

### **EQUIPMENT:**

Computer workstation  
Fax machine  
Telephone  
Calculator  
Photocopier  
Audiovisual equipment

### **PHYSICAL AND MENTAL REQUIREMENTS:**

Ability to work effectively with volunteers, staff and external contacts to build and maintain successful teams.

Ability to prioritize and manage multiple priorities.

Ability to anticipate, identify, organize and analyze growth opportunities.

Ability to coach and develop staff and volunteers.

Ability to analyze information and make timely, appropriate decisions.

High level of integrity, diplomacy and initiative.

Ability to work evenings and weekends as needed.

Ability to travel as needed to perform job duties.

Ability to operate designated office equipment.

**EOE**

**Resume:**

**Alzheimer's Association – Greater Michigan Chapter**

**Attention: Preston Martin**

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