



Position Description: CEO, Alzheimer's Association, Rochester Chapter
Reports to: Rochester Chapter Board Chair

GENERAL SUMMARY:

Responsible for the senior management of the Alzheimer's Association, Rochester chapter and for ensuring that it carries out the mission and goals of the Alzheimer's Association in its designated territory. Provide executive leadership in developing and implementing Association strategic policies, procedures, and services to those served by the Association.

The Alzheimer's Association Rochester, New York, established in 1981, serves a population of 1.2 million within a nine-county region, providing services, resources, and voice for those affected by Alzheimer's disease and related dementia. Our mission is to eliminate Alzheimer's disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health.

ESSENTIAL JOB FUNCTIONS:

- Demonstrate dependability, honesty, trustworthiness, credibility, courage, upholds ethical considerations personally and for the organization
- Create and maintain an organizational climate that attracts, motivates and retains high quality staff by implementing policies and practices to establish accountability.
- Provide executive leadership for the Rochester chapter and implement Board policy decisions within the chapter.
- Provide executive leadership for the Chair, the Board of Directors, key Board committees, and staff to enable timely and responsible decision-making.
- Provide leadership in developing strategic implementation plans for future growth of the chapter which are aligned with the nationwide strategic plan of the Alzheimer's Association
- Assure compliance with all Association policies, procedures, standards and applicable regulatory requirements; promote Association-wide programs and initiatives

- Position the chapter and its programs to maximize fund development opportunities; solicit key donors and develop key community, corporate, government and related sectors in support of the chapter's fundraising goals
 - Provide leadership in operational and financial controls to ensure the integrity of the assets entrusted to the Chapter are maintained with the knowledge of the demands of regulators, donors, benefit recipients, grantors and Association policies.
 - Guide, develop and coach staff
 - Develop productive, collaborative relationships with other community groups whose missions interrelate with and support the Chapter's work to maximize program delivery opportunities
 - Lead the management team and, in conjunction with the Board of Directors, develop current operating plans and budgets, providing appropriate financial oversight
 - Serve as a spokesperson for the chapter to the public, ensuring that written and verbal communication about the chapter reflects its diversity, mission, and goals
 - Represent the Association at public events, conferences, workshops and media events
 - Ensure support for the chapter's involvement in advocacy efforts to improve public policy
 - Ensure chapter programs and systems are reviewed and evaluated regularly
 - Provide leadership in the area of chapter Board development
 - Ability to effectively handle periods of high-stress, high volume, deadlines.
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MINIMUM REQUIREMENTS:

- Bachelors degree required, masters degree preferred in public, health or business management, or a related field; or equivalent work experience
- 5 years of demonstrated senior management experience in non-profit or business management position(s)
- Demonstrated success in fund raising, and experience in budgeting and financial management
- Working knowledge of human resources laws and regulations
- Experience supervising professional and clerical staff and volunteers
- Proficient user of personal computer and software applications
- Successful experience in providing leadership for, and developing, Boards of Directors
- Strong written and verbal communications skills
- Ability to travel throughout chapter territory and to national Association meetings

This profile in no way states or implies that these are the only duties to be performed by the job holder. He/she will be required to follow any other instructions or perform any

other duties as requested by the board of directors. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.