POSITION TITLE: Regional Director, Greater Sacramento Area
REPORTS TO: Director of Regional Operations
SUPERVISES: Family Services Manager, Program Assistant and Community Engagement Manager, with dotted line supervision for 2 Special Events Managers, a Family Care Specialist and a Program Coordinator
STATUS: Exempt, Full-time, 37.5 Hours/Week
WEBSITE: ALZ.ORG/NORCAL

ABOUT THE ALZHEIMER'S ASSOCIATION
The Alzheimer’s Association is the leading voluntary health organization in Alzheimer’s care, support and research. 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. The Northern California and Northern Nevada Chapter was founded in 1981, and operates out of its main office in San Jose, California with regional offices in 10 other locations.

At the Alzheimer’s Association, Diversity and Inclusion is one of 6 pillars of our strategic plan; it is integral to our mission and vital to our vision of a world without Alzheimer’s disease. We seek and celebrate broad diversity in our staff and volunteers that reflects the communities in which we live and work.

KEY REQUIREMENTS
- Master’s Degree in Social Work, Public Administration, Public Health or equivalent experience
- Non-profit management experience
- Working knowledge about dementia care and family caregiver
- Experience working in the community, cultivating contacts and establishing collaborative relationships

POSITION SUMMARY
Under the direction of the Director of Regional Operations, the Regional Director is responsible for developing plans to support existing and future programs to serve residents of the Greater Sacramento Area. The Greater Sacramento office serves the counties of Amador, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus and Yolo. The Regional Director works with Alzheimer’s Association staff and local volunteer leadership to deliver the Association’s strategic plan. The Regional Director oversees day-to-day operations of the Sacramento office, works collaboratively with other community organizations and provides leadership in support of the Association’s full mission. The Regional Director represents and champions the Association’s strategic plan to staff and volunteer leadership. This is a full-time position, based in the Sacramento office.

ESSENTIAL JOB RESPONSIBILITIES
Community Outreach & Public Awareness
- Coordinate efforts with Director of Walks, Senior Manager of Walks and two Special Events Managers to expand revenue and enhance public awareness for the Sacramento, Stockton and Modesto Walks to End Alzheimer’s and other local events
- Coordinate with The Longest Day Manager to expand revenue and public awareness for The Longest Day and third party events
- Partner with Special Events Managers and The Longest Day Manager to build relationships with leadership volunteers, corporate sponsors, team captains and community partners
- Attend three Walks and key wrap around events
- Establish, maintain and expand partnerships with health and community based organizations, businesses and government entities
- Represent Alzheimer’s Association as active participant on local community task forces
- Represent organization at health fairs, employee giving campaign events, Chamber events and key community fundraisers for Walk and TLD
- Serve as local leader for Sacramento Big Day of Giving efforts and liaison for Fab 40s 5K committee
- Work with program staff to ensure outreach to diverse communities in the region
- Ensure close partnership with Chapter Development Team to cultivate new donor funds from individuals, foundations and corporations and help nurture existing relationships, including donor recognition
- In partnership with the Communications team, increase local and regional publicity about Alzheimer’s disease, the Association and our programs; assist with local media outreach
- Keep updated on recent research developments and issues related to Alzheimer’s disease
- Serve as local spokesperson on the needs of persons with Alzheimer’s and their families and/or identify constituents to be interviewed in response to media requests
- Communicate via social media (e.g., Facebook, Twitter) to promote Chapter and National activities (e.g., awareness, advocacy, programs)
- Respond to requests from community members and organizations regarding potential fundraisers, programs and other collaborative activities

**Care and Support Services**
- In partnership with Director of Regional Operations and Chief Program Officer, responsible for planning, developing and implementing programs and services in accordance with Association policies and Chapter Standards
- Work with Director of Regional Operations to identify outcomes that measure local mission delivery and progress towards strategic plan objectives
- Work with Director of Regional Operations to ensure timely and accurate data entry, and data integrity for program reporting and outcome measures
- Work with Program staff to plan and implement training programs for families and professionals, with priority to deliver the Alzheimer’s Association branded core programs
- Ensure successful implementation of care and support programs, including early stage engagement programs, Helpline, education programs and support groups
- Participate on Chapter and local program committee meetings/calls
- Assist in planning and development of educational events for professionals and families in the Greater Sacramento Area on dementia, research and related topics
- Work with local Program staff and volunteers to support and expand core services: Helpline, Care Consultation, support groups, and education
- Present curriculum for branded Alzheimer’s Association programs and deliver other community presentations as needed
- Provide direct services to families, including information about resources, educational programs, care consultations and support group referrals
- Collaborate with Grants Program Administrator to seek opportunities for program funding, write grants, fulfill grant obligations and produce grant reports

**Advocacy**
- Work with Chapter Public Policy team to respond to local, state and national public policy needs and ensure accomplishment of strategic plan objectives related to advocacy
- Help recruit and provide ongoing support to ambassadors and advocacy team members for six Congressional districts in the regional territory, as well as several state ambassadors
- Participate in Chapter policy calls, staff local public policy committee and represent Alzheimer’s Association at legislative visits, committee hearings, town hall meetings, etc.
- Partner with California Council office to support state level advocacy activities, as appropriate

**Management**
- Provide leadership for Greater Sacramento staff and volunteers
- Oversee the day-to-day operations of the Alzheimer’s Association Sacramento office
- Ensure staff coverage and arrange/provide coverage during staff absences
- Ensure active partnership with Chapter Management Team and local staff
- Ensure local compliance with organizational policies and procedures
In close partnership with Director of Regional Operations, responsible for managing human resources, including all aspects of supervision, performance evaluation improvement coaching and professional development for local staff
- Plan annual expense budget for local programs
- Work with Finance Department to process invoices and donations
- Monitor local office activities to keep expenses and revenues consistent with budget

Volunteer Coordination
- Work with Community Engagement Manager to ensure coordination of the recruitment, orientation, placement and evaluation of volunteers and interns for the Sacramento Area
- Expand volunteer participation in Greater Sacramento Area related to programs, outreach, advocacy and fundraising
- Submit leads for potential Chapter board members, Longest Day Task Force members or national early stage advisors; ensure local representation on Chapter committees, e.g., Walk (Fund Development), Program and Public Policy
- Supervise interns and volunteers involved in advocacy and other related areas

CULTURE OF COLLABORATION
- Fully engage in a culture where team collaboration is highly valued
- Work as a team to accomplish, if not exceed, organizational goals in the National Strategic Plan
- Participate in signature fundraising events:
  - Walk to End Alzheimer’s staff team and personal fundraising goals
  - Work two or three Walk to End Alzheimer’s on weekends
  - Participate in The Longest Day
- Respond to public policy calls to action & participate in advocacy days
- Enhance our culture of diversity and inclusion in all aspects of the job

KNOWLEDGE, SKILLS/DEGREE REQUIRED/DESIRED, AND EXPERIENCE
- Master’s Degree in Social Work, Public Administration, Public Health or equivalent experience
- Non-profit management experience required
- Marketing and outreach experience preferred
- Experience in recruiting, retaining and leading productive staff and volunteers
- Experience working with culturally and ethnically diverse communities
- Working knowledge about dementia care and family caregiver issues a plus
- Strong public speaking skills required
- Comfort with asking for donations and volunteer time and expertise
- Excellent organizational and project management skills
- Ability to communicate effectively in both written and oral form
- Experience working in the community, cultivating contacts and establishing collaborative relationships

PERSONAL CHARACTERISTICS AND OTHER REQUIREMENTS
- Willingness to work in culturally and ethnically diverse communities
- Ability to and interest in partnering with community organizations
- Self-starter, independent worker and willing to take initiative
- Ability to drive throughout the Chapter territory as necessary
- Ability to work occasional weekends and evenings
- Current Automobile Liability Insurance
- Ability to lift and carry supplies up to 25 pounds

BENEFITS
The Alzheimer’s Association offers comprehensive medical, dental, vision, HSA and FSA plans, life and long-term care insurance. Additional benefits include paid holidays, paid time off, 401(k) retirement plan with employer and matching contributions.
EQUAL OPPORTUNITY EMPLOYER

The Alzheimer’s Association is an equal opportunity employer; we do not discriminate on the basis of race, ethnicity, color, national origin, religion, age, gender, sexual orientation, marital status, military or veteran status, political affiliation, physical or mental disability, or any other characteristic protected by federal, state or local law. The Alzheimer’s Association, Northern California Northern Nevada Chapter is in compliance with the San Francisco Fair Chance Ordinance.

SPONSORSHIP
This position is not eligible for visa sponsorship.

HOW TO APPLY
Submit cover letter and resume to HR@alznorcal.org
State Job# 1201 and your name in the subject line
Use only MS Word attachments
Please do not call regarding the status of resumes
Qualified candidates will be contacted regarding next steps