

OPEN POSITION ANNOUNCEMENT

<b>POSITION TITLE:</b>	Regional Director of Monterey, Santa Cruz and San Benito Counties
<b>REPORTS TO:</b>	Director of Regional Operations
<b>SUPERVISES:</b>	1 Family Care Specialist, 1 Community Outreach Specialist and 1 Program Assistant, dotted line to Special Events Manager
<b>STATUS:</b>	Full-time (37.5 hours per week), Exempt
<b>LOCATION:</b>	Monterey

**OVERVIEW**

The mission of the Alzheimer's Association 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. Founded in 1981, the Northern California and Northern Nevada Chapter operates out of its main office in San Jose, California with regional offices in 10 other locations.

**BASIC FUNCTION**

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 Monterey Bay Area, including Monterey, Santa Cruz and San Benito counties. The Regional Director works with Association staff and the local volunteer leadership to deliver the Association's strategic plan. The Regional Director oversees day-to-day operations of both the Monterey and Santa Cruz offices, 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 the staff and the volunteer leadership.

**ESSENTIAL JOB RESPONSIBILITIES**

**MANAGEMENT (10%)**

- Ensure active partnership with Chapter Management Team and local staff
- Oversee the day-to-day operations of the Monterey and Santa Cruz offices of the Alzheimer's Association, Northern California and Northern Nevada
- Provide leadership for Monterey and Santa Cruz staff and volunteers
- Ensure compliance with Chapter policies and procedures
- In close partnership with Director of Regional Operations, is responsible for managing human resources, including all aspects of supervision, performance evaluation and professional development for Monterey and Santa Cruz staff
- Manages contract(s) for caregiver support program(s) and coordinates with other agencies for respite subcontracts
- Develops and maintains three primary committees of volunteer leadership: Program, Walk and Public Policy at each location (Monterey and Santa Cruz)
- Plans annual expense budget for local programs
- Works with Finance Department to process invoices and donations
- Monitor Monterey and Santa Cruz activities to keep expenses and revenues consistent with budget

## **OUTREACH/PUBLIC AWARENESS (20%)**

- In close partnership with the Chapter Development Team, expand and diversify revenue in the Monterey Bay Area (Monterey, Santa Cruz and San Benito counties)
- Coordinate efforts with Director of Walks to expand revenues and public awareness for the Santa Cruz and Monterey Walk(s) to End Alzheimer's and the Longest Day
- Ensure close partnership with Chapter Development Team to cultivate new donor funds from individuals, foundations, and corporations
- Works closely with the Director of Public Policy to coordinate advocacy efforts in Monterey, Santa Cruz and San Benito counties. Staff the local public policy committee.

### **Communications/Public Relations**

- In partnership with Director of Communication, increase local and regional publicity about Alzheimer's disease, the Association and our mission
- Establish and expand partnerships with health and community based organizations and government entities
- Identify opportunities to collaborate and further develop relationships with community agencies to promote awareness of the Alzheimer's Association and our mission
- Keep updated on recent research developments and issues related to Alzheimer's disease
- Serves as local spokesperson on the needs of persons with Alzheimer's and their families
- Coordinate with Director of Communication for publication of an e-newsletter

## **PROGRAM ADMINISTRATION/ DELIVERY (70%)**

- In partnership with 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
- Work with Director of Regional Operations to ensure data integrity for program delivery data and outcome measures
- Manage, execute and deliver all activities/services related to Area Agency on Aging funding, minimum participation 24%
- Strengthen volunteer participation in Monterey and Santa Cruz Program Committee(s) and at least two representatives for Chapter Committee

### **Public Policy**

- Work with Director of Public Policy and Advocacy to respond to local, state and national public policy needs
- Partner with California Council office as appropriate

### **Volunteer Coordination**

- Responsible for overall coordination in the recruitment, orientation, placement and evaluation of volunteers for the two local offices, Santa Cruz and Monterey
- Work with Santa Cruz and Monterey Program staff and volunteers to support and expand core services: Helpline, support groups, Newsletter and family education
- Expand volunteer participation in Monterey, Santa Cruz and San Benito counties, including one representative from each office location (Monterey and Santa Cruz) for each of the primary Chapter Committees, Public Policy, Programs and Development

## **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 at least one Walk to End Alzheimer's on a weekend
  - 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

## **KEY EDUCATIONAL/PROFESSIONAL REQUIREMENTS**

- Master's Degree in Social Work or Public Administration 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

## **KEY PROFESSIONAL ATTRIBUTES**

- 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 and life and long-term care insurance. Additional benefits include paid holidays and time off, and a 401(k) retirement plan with matching contributions.

## **EQUAL OPPORTUNITY STATEMENT**

The Alzheimer's Association of Northern California and Northern Nevada is an equal opportunity employer; we seek broad diversity in the makeup of our staff and volunteers and we strongly encourage minority candidates to apply. The Alzheimer's Association, Northern California Northern Nevada Chapter is in compliance with the San Francisco Fair Chance Ordinance.

This position is not eligible for visa sponsorship.

**HOW TO APPLY**

- Submit cover letter and resume to [HR@alznorcal.org](mailto:HR@alznorcal.org)
- State Job# 1199 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