

The Capital of Texas Executive Director has overall strategic and operational responsibility for the 21 counties across the Capital of Texas community. This includes oversight for community engagement, volunteerism, staff, revenue generation of \$2.5 million annually, program and grant delivery, media relations as well as growth and delivery of the Association's mission. The Executive Director plays a key role in support of the Association's strategic plan by serving as the staff partner to the Capital of Texas Board of leadership volunteers and is responsible for elevating full mission awareness of the disease, Association and resources in their community. They will work in collaboration with other communities within the Capital of Texas region to partner on strategic opportunities and overall community mobilization. The position is located in Austin, TX and reports to the Regional Vice President.

Responsibilities

Essential functions and responsibilities include, but are not limited to:

- Drive significant growth in fundraising, program delivery, media relations and strategic plan KPI's, while managing to the budget approved for an assigned community
- Recruit and partner with executive level volunteers to include a local community board
- Drive engagement with volunteers, partners and companies across the community
- Accountable to revenue targets and executes a portfolio of community-based volunteer powered events
- Accountable for increased reach through volunteer powered care and support programs
- Accountable for elevating concern and awareness through earned media in the community
- Support mission activities to advance research and expand concern and awareness
- Accountable for managing program and revenue community expense budgets
- Elevate full mission awareness of the disease, the Association and resources in the community
- Lead community mobilization of volunteers, partners and companies in support of the Association's full mission
- Build relationships with community influencers and with corporate and community organizations to drive increased engagement
- Build and coach a team of diverse staff and volunteer leaders to support the Association's strategic plan
- Develop effective and professional relationships with internal and external key contacts
- Recruit, interact and work with community and business leaders

- Effectively communicate as a community spokesperson along with key leadership volunteers
- Partner with donor advisors on identifying potential major donors
- Support public policy priorities on the state and federal level by engaging local volunteer advocates
- *Other duties as assigned*

Qualifications

- Bachelor's degree required; advanced degree preferred
- At least 8 years of senior, non-profit management experience; minimum 5 years of mass-market special event fundraising, volunteer recruitment experience and preferably proven sales experience

Knowledge, Skills and Abilities

- Has proven relationship building, persuasion and influence skills that drive mission outcomes
- Inspires and empowers staff and volunteer teams to drive outcomes
- Experience in recruiting and developing corporate and community partnerships
- Is effective at recruiting, organizing and leading staff, volunteers and organizations
- Has experience in engaging and mobilizing multicultural and underserved communities
- Is optimistic and cultivates an accomplished team with a proven track record of exceeding goals
- Work collaboratively with state, region and home office leaders
- Has the ability to be an agile leader to anticipate and overcome barriers to implement strategic plan priorities.
- Effective communicator with strong written and verbal communication skills
- Persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people
- Adaptable, organized and able to successfully manage multiple projects and tasks
- Possess passion for the cause, integrity, a positive attitude, a mission-driven attitude, and be self-directed.
- Ability to travel approximately 50% of the time (most travel will be local)
- Valid driver's license, good driving record, access to reliable vehicle
- Proven experience leading a similar Voluntary Health Association (VHA) of size and scale or proven sales experience and background

- Mass market special event fundraising experience
- Community mobilization and/or volunteer recruitment and management experience
- Effective communicator and experience as a community spokesperson
- Proven success in collaboration and leadership
- History of identifying, recruiting, developing and retaining staff and volunteers, building alignment and achieving goals around the strategic priorities
- Proven ability to lead implementation across a spectrum of cross-functional initiatives
- Excellent verbal, written, and organizational skills
- Superior management skills with ability to troubleshoot, resolve differences, and ability to gain wide-spread support in the course of managing projects
- Experience interpreting analytics, monitoring results, taking corrective actions, and creating productivity enhancements

Title: Executive Director

Position Location: Austin, TX

Full time

Position Grade: 212 (salary range \$135 – 145k)

Reports To: Regional Vice President

Who We Are:

The Alzheimer's Association is the leading voluntary health organization in Alzheimer's care, support and research. Our mission is to lead the way to end Alzheimer's and all other dementia— by accelerating global research, driving risk reduction and early detection, and maximizing quality care and support.

At the Alzheimer's Association, our employees are at the core of all we do. Our network of more than 1,900 employees across the United States makes a difference each and every day for those impacted by Alzheimer's and those at risk for the disease.

We warmly invite qualified applicants to consider this opportunity to make a life-changing impact on the millions living with Alzheimer's, their caregivers and those that may develop the disease in the future. Read on to learn more about the role, then visit our website www.alz.org/jobs to explore who we are and why we've been recognized as a Best Place to Work for the last twelve years in a row.

At the Alzheimer's Association®, we believe that diverse perspectives are critical to achieving health equity — meaning that all communities have a fair and just opportunity for early diagnosis and access to risk reduction and quality care. The Association is committed to engaging underrepresented and underserved communities and responding with resources and education to address the disproportionate impact of Alzheimer's and dementia.