

Alzheimer's & Dementia Alliance of Wisconsin, Inc. (ADAW)

Executive Director Job Description

Job Overview: The Executive Director is the key management leader of and spokesperson for the Alzheimer's & Dementia Alliance of Wisconsin. The Executive Director is responsible for the overall management of day to day operations, the development of financial and human resources, and the implementation of programs and services supporting individuals with dementia, their families and caregivers, currently in 15 counties in South Central Wisconsin. Other key duties include fundraising, marketing, community outreach and collaboration with other groups and organizations, and community, state and federal government entities to fulfill the mission of the Alliance.

Submit resume and cover letter connecting experience to the job responsibilities to the Alzheimer's & Dementia Alliance of Wisconsin, 3330 University Avenue #300, Madison, Wisconsin, 53705, or email lori.stadelman@alzwissc.org.

The Executive Director reports directly to a volunteer Board of Directors.

Essential Leadership Responsibilities:

- Lead in developing, implementing, updating and reviewing for relevancy ADAW programs and services designed to meet the needs at all life stages of individuals with cognitive challenges and those diagnosed with Alzheimer's or related dementias, their families, care partners, and their community.
- Ensure programs and employment policies reflect the goals and mission of the organization, consistent with State and Federal laws, standards and Board policy.
- Oversee budgetary process to meet the needs of the Alliance's programs and services through such means as grants, individual and corporate donations and events.
- Lead advocacy efforts to educate and gain support of government and other decision-making bodies on the needs of individuals with Alzheimer's disease and related dementias, their families and caregivers.
- Serve as the Alliance's primary spokesperson and liaison, representing the organization to the media, supporters and general public, at community events, formal presentations, and at local, state and national conferences and meetings.
- Hire, lead, coach, and motivate competent, qualified staff, including volunteers. Ensure employee wage, salary and benefit programs remain competitive.
- Develop and manage an annual operating budget, and monitor expenses within the approved budget in conjunction with the finance committee.
- Sign on behalf of the Board all contracts, except contracts or documents relating to long-term financing, affiliations, acquisition of real estate which require specific Board action prior to being signed.
- Perform other duties as assigned by the Board of Directors.

Responsibilities to the Board of Directors:

- Work with the Board to develop and implement a strategic plan that fulfills the organization's mission; review and update on a regular basis.
- Communicate effectively with the Board, and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Maintain an accurate listing of Board members, their contact information, term of office, and compliance with federal regulations.
- Keep Board informed of Alliance's needs, activities and events, and encourage Board attendance, participation and support (financial and otherwise), of the Alliance throughout their time on the Board and beyond.

Qualifications and Requirements:

- Bachelor's degree in the fields of health care management, social services or related areas Master's preferred.
- Knowledge of aging issues, Alzheimer's disease and related dementias.
- Excellent verbal and written communication skills.
- Experience supervising staff and creating a motivating work place.
- Budget preparation and fiscal management skills.
- Knowledge of public relations and public policy.
- Grants management familiarity.
- Enthusiasm for networking and fundraising.
- Experience with program development and implementation.
- Typing and computer skills.

Work Setting:

- Office in 3rd floor suite with elevator. Plentiful parking in high-visibility building.
- Regular office hours are 8:30 am–4:30 pm.
- Some evenings, weekends, state and national travel required.
- Must have active driver's license and able to travel by car.
- Salary negotiable based on experience.
- Health insurance, short and long-term disability insurance, vacation and sick days, and a non-matching 403(b) program available.

Acknowledgements:

- Understands HIPPA requirements and confidentiality of information.
- Takes responsibility for attending meetings as appropriate.
- Understands position description.
- Understands OSHA "Right to Know."