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**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Executive Director

Employer/Agency: Minnesota AIDS Project

Job Description: The Minnesota AIDS Project (MAP) leads Minnesota's fight to stop HIV through prevention, advocacy, awareness and services. MAP has provided leadership to shape Minnesota's response to HIV/AIDS since the earliest days of the epidemic. Founded in 1983, MAP has consistently provided a comprehensive range of education and social services as well as a reliable advocacy voice in the fight to stop HIV. According to most recent data released by the Minnesota Department of Health, 6,814 people in Minnesota are known to be living with HIV.

MAP's 2011 budget is just under \$5 million with approximately 80% coming from approximately 30 different government contracts. The annual Minnesota AIDS Walk plus a combination of individual, foundation, corporate and other private support comprises the remaining budget revenue. MAP has approximately 56 FTEs including several part-time staff. Agency leadership includes a senior management team with responsibility in Programs, External Relations and Administration. The Board of Directors is currently engaged with Leadership in a re-organization of staff internally to better align functions to create greater organizational efficiencies and outcomes. MAP has a board of directors, currently with 17 members and meets once per month. Board committees include Public Policy, Finance, Development and Executive Committees.

Strategic Context

While the HIV epidemic and MAP have changed over the decades, MAP has remained steadfast in leading

the fight against HIV in Minnesota by providing critical programs and services to people at risk for contracting or living with HIV/AIDS. In April 2011 the Minnesota Department of Health (MDH) released data showing one new HIV infection reported nearly every day last year with the majority (20%) of new infections occurring amongst gay and bisexual men aged 13-24 and that 50% of these cases occurred in communities of color who comprise only 12% of Minnesota's population. This data has compelled MAP to focus strategically on the need for a comprehensive approach to HIV prevention including education and awareness efforts, targeted prevention programming for those at highest risk (young gay and bisexual men), increased HIV screening, and programs and services for those living with HIV/AIDS.

Community Resources

Minnesota is home to prominent medical, teaching and research facilities including the Mayo Clinic in Rochester as well as the University of Minnesota and Hennepin County Medical Center in Minneapolis. Several significant research projects and clinical trial operations relate to HIV are underway in the State, led by nationally and internationally recognized experts in the field. MAP is well positioned to connect its clients to these critical community resources. For additional information, please see the website: www.mnaidsproject.org.

The Position Overview:

The Executive Director leads and manages the organization in accordance with the mission, goals, policies and strategic direction as approved by the Board of Directors. This position is responsible for the overall financial health of the organizations; making strategic adjustments in response to changing economic conditions and resource availability. The Executive Director's responsibilities are often external in nature, representing the organization in a broad variety of public and private venues and coalitions related to HIV/AIDS. The Executive Director serves as the professional advisor to the Board of Directors.

Primary Roles of the Position:

Primary roles to be played by the Executive Director of

the Minnesota AIDS Project include:

Strategy

1. Strengthen MAP's position as a leader among organizations serving people living with HIV/AIDS, ensuring the continuation of a full continuum of services community wide.
2. Demonstrate vision and strategic thinking by incorporating innovative ideas and contributing to systemic changes that support MAP's sustainability.
3. Maintain a working knowledge of significant developments and trends with the field/study of HIV and incorporate them into strategic planning and agency services.
4. Partner with board members' leveraging individual talents as a resource in direction and strategy. Support the Board in maintaining an effective governance structure; keeping them informed and engaged and acts as staff support to all meetings.

Operations/Programming

1. Assume responsibility for organizational, financial and programmatic leadership within the policies, strategic direction, and annual budget as established by the Board of Directors.
2. Oversee daily operations including: reviewing and evaluating the results of program activities; ensuring that contractual obligations are met; allocating resources and developing policies and program objectives.
3. Ensure compliance with applicable federal state and local regulations.

Fiduciary

1. Assure the financial health of the organization through regular oversight of the agency financials, cash flow and long range financial planning.
2. Manage the development, implementation, and oversight of the annual organization budget in conjunction with the Board Finance Committee.

3. Assume significant responsibility to attain the fundraising goals of the organization by creating new opportunities, assuring follow through in funding requests, and nurturing new and existing major donor relationships. Requires focus on securing new major gifts and in conjunction with the Board's Development Committee.

Human Resource Management

1. Ensure that the organization has a diverse staff with skills and strengths appropriate to the needs of the agency through effective hiring, ongoing staff development, performance management and fair compensation practices.

2. Provide strong leadership to staff to ensure departments work collaboratively to reach organizational goals and financial targets.

3. Effectively engage leadership team in the ongoing operations of MAP.

Community Engagement and Communications

1. Serve as spokesperson for MAP and represent MAP at community activities.

2. Establish and maintain relationships with key external stakeholders including but not limited to the general public, funders, volunteers, and government officials. Engage with other local AIDS service organizations (ASO) and nontraditional partners in development of prevention strategies.

3. Oversee planning for all external publications, communications and events.

Qualifications:

The ideal candidate for this position will demonstrate passion for transformative leadership of a mission-driven organization and a commitment to social justice. The candidate must be a compelling leader who conveys vision and the ability to inspire others including the ability to communicate effectively with diverse stakeholder groups; both internal and external to the organization. S/he will have demonstrated the

ability to leverage partnerships; working collaboratively toward a common goal. Demonstrated knowledge of and success in resource development through traditional fundraising tools or social enterprise is critical. A relevant advanced degree, specific or working knowledge of HIV/AIDS work in prevention, care and/or advocacy along with some awareness of state and federal government policies related to HIV/AIDS is desired.

The following qualities would be exemplified by the ideal candidate:

1. **Community credible:** Candidates knowledge base or experience will have immediate credibility with the organization's stakeholders.

2. **Experience in Leadership:** demonstrated experience as a non-profit leader/manager in organizations similar in size and scope to MAP or a demonstrated combination of for-profit and non-profit leadership experience. Must demonstrate understanding of overall principles and practices of nonprofit administration while taking a significant external role for the organization.

3. **Proven organizational development experience:** Includes planning, fundraising, program and financial management. It is highly desired that the candidate has considerable operations experience in a complex and dynamic organization with demonstrated financial acumen including the ability to use financial data as an aid in problem solving. Must also demonstrate proven success in fund development and/or building revenue through social enterprise.

4. **Effective communication:** excellent written and verbal communication skills that demonstrate an ability to motivate others to action through influence. Experience or understanding of the role of public policy is beneficial. Ability to articulate a broad view of the organization's contribution to public health is critical and may include taking unpopular positions particularly related to prevention strategies.

5. **High level of cultural competency:** respect,

interest and demonstrated leadership related to diversity and inclusiveness, and experience building community-based partnerships in diverse communities.

6. **Management skills:** experience leading and managing complex projects, collaborative efforts, or community initiatives that have yielded significant results to benefit the community. Candidate must be able to inspire competent staff to move/act to build a highly collaborative environment.

Salary/Hours: Salary DOE; Full-time

Employer/Agency: Minnesota AIDS Project

Contact Person: Chandler Group Executive Search, Inc
Don Taylor

Address: 4165 Shoreline Drive, Suite 220
Spring Park, MN 55384

Phone: 952-471-3000

Email: dtaylor@chandgroup.com

Application Method: Send resume to email address listed above

Opening Date: Immediately

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Thank you***