



AIDS ALLIANCE FOR CHILDREN, YOUTH & FAMILIES EXECUTIVE DIRECTOR

AIDS Alliance for Children, Youth & Families has retained Goodwin & Company to conduct a search for its new Executive Director. AIDS Alliance seeks someone who is experienced in organizational management, government relations, and financial development to lead this increasingly important coalition of consumers and providers of AIDS services.

BACKGROUND

AIDS Alliance is a national not-for-profit membership organization established in 1994 to give voice to the needs of women, children, youth and families living with and affected by HIV and AIDS. It serves its members by

- Creating and sharing information about programs that work for women, youth, children and families affected by HIV and AIDS;
- Providing a forum for consumers and care providers to build more effective partnerships; and
- Advocating for public policies that benefit women, youth, children and families affected by HIV and AIDS while preventing new HIV infections and searching for a real cure.

Members of AIDS Alliance are the health care providers, researchers, administrators and consumers living with HIV and AIDS who are the backbone of local HIV/AIDS care and prevention for women, children, youth and families. Founding members were the network of care providers and consumers of Title IV of the Ryan White CARE Act – now Part D of the Ryan White HIV/AIDS Program – but the membership has grown to include providers and consumers in more than 650 programs representing 85 full members.

The growth of the organization is reflected in many ways. The staff now total 9, including senior staff: Diana Bruce, Director of Policy & Government Affairs and Linda Scruggs, Deputy Director of Programs. The Board of Directors has grown to 19 representing a national constituency. The budget has steadily grown as well, now to \$2 million dollars annually which is provided through government, corporate and foundation sources, as well as private giving and membership dues.

AIDS Alliance is unique in its representation of consumers and providers of health care services under Part D (Title IV) of the Ryan White HIV/AIDS Program and has played the leading role in increasing funding available under that provision.

THE ORGANIZATION

AIDS Alliance is governed by the Board of Directors composed of providers and consumers of health care services and who are members of the organization. It is headed by Board President, Alelia Munroe from the Orlando Regional Healthcare System. Other officers include Dorothy Mann, Vice President from the Family Planning Council of Philadelphia, Marilyn Merida, Treasurer from the Florida Family AIDS Network and Wendy McGuckin, Secretary from the Oklahoma University Health Science Center. They, along with the chairs of the board committees, constitute the Executive Committee. Those committees are:

- Finance and Development
- Governance
- Personnel
- Consumer
- Program
- Government Affairs.

The full board meets four times a year, twice by conference call and twice in person in Washington, DC. In the interim, the Executive Committee provides oversight through monthly conference calls and regular meetings of the other committees. In addition the Executive Director reports to the Board President on a formal basis weekly and informally, there is almost daily interaction. Each Board committee has a staff person assigned to it and they interact on a regular basis.

AIDS Alliance believes that HIV/AIDS care must be family-centered, culturally competent and comprehensive. Part of its commitment to this philosophy of care is ensuring that no voice within the AIDS community be diminished in spirit or volume because of gender, age, sexual orientation, race or culture.

Through education and training, research and advocacy AIDS Alliance improves the lives of people who are living with HIV and AIDS and works to end the epidemic among young people, families and communities. This is accomplished through a variety of programs including:

VOICES, the annual AIDS Alliance conference and membership meeting which brings together consumers and care providers to share information about what works and discuss the latest advancements in treatment, care and prevention as well as the most pressing policy concerns.

GIRLS 4 HOPE (Health, Opportunities, Prevention and Education) which builds the capacity of community-based organizations to provide HIV prevention programs to black and Latina teen girls and their families.

CONSUMER LEADERSHP CORPS TRAINING PROGRAM which empowers, trains and supports women living with HIV as trainers of other consumers in their home community.

AIDS Alliance has a substantial presence in the public policy arena in Washington, DC. With participation of its members, concerned local organizations, Washington-based health care organizations and others, AIDS Alliance focuses on Part D (Title IV) of the Ryan White HIV/AIDS Program, the AIDS Drug Assistance Program (ADAP), Medicaid and Medicare, federal HIV preventions programs, substance abuse and mental health services, and access to comprehensive sex education and HIV prevention for school-aged youth.

THE POSITION

The Executive Director serves as the senior staff providing leadership and direction for this dynamic organization with a unique position and perspective on the U.S. health care system generally and specifically as it affects those with HIV/AIDS as well as their families, caregivers and community members. The Executive Director reports to the Board of Directors through the Board President. She/he directly supervises three senior staff and is responsible for oversight of all activities and programs of AIDS Alliance.

The new Executive Director will join a group of highly committed staff, board members, volunteers and members of AIDS Alliance seeking to serve its mission and administer its programs. She/he will also play a key role within the community of organizations in Washington that serve similar missions and work diligently on behalf of those who suffer with disease and those who care for them.

The Executive Director will relate to many different audiences and must be able to do so in an efficacious, professional, empathetic manner. She/he will be the primary source of information and contact with elected officials, government policy makers and program administrators, consumers of HIV/AIDS services, directors of local programs, members of AIDS Alliance, press, foundation executives and others. It is imperative that relationships with all of these audiences be maintained to the highest possible level.

Responsibilities

Specific responsibilities of the Executive Director are:

- Overseeing the planning and implementation of all programmatic, government relations, organizational/administrative and other activities of AIDS Alliance;
- Directing development of the annual budget and oversee its administration;
- Regularly reporting the financial and program status of the organization to the Board of Directors or other bodies as required;
- Negotiating contractual agreements with contactors and funding sources;

- Conducting outreach to foundation, corporate and government funding sources and direct development of proposals;
- Recruiting membership and oversee administration of dues structure;
- Communicating the programs, policies and purpose of AIDS Alliance to public constituencies, government bodies and staff to gain support for organizational operations, goals and objectives;
- Promoting and maintaining effective working relationships with government officials, public and private agency officials and others involved in service to AIDS Alliance members and to people living with HIV and AIDS;
- Representing AIDS Alliance to national advocacy and professional groups;
- Serving as spokesperson for AIDS Alliance through personal contact with the media;
- Maintaining a high level of knowledge about health care policy, services and politics.

GOALS

In meeting those responsibilities, the new Executive Director should direct their attention to meeting the following goals during the first 12 to 18 months of their service:

- Developing a successful working relationship with Board members, staff and members;
- Developing a successful working relationship with funders and prospective funders to lead to development program that is more diverse, secure and sustainable;
- Establishing successful working relationships with members and staff on Capitol Hill;
- Leading AIDS Alliance through a GAO program review, mandated by Congress;
- Securing re-authorization of the Ryan White HIV/AIDS Program; and
- Securing annual appropriation for Part D (Title IV) of the Ryan White HIV/AIDS Program.

QUALIFICATIONS

The new Executive Director must have the following professional qualification and personal attributes:

- Personal and professional commitment to social justice for all and to the health and well being of children, families and community members affected by the U.S. healthcare system and policies;
- Graduate degree in human service area and five years experience in services to constituent populations;

- Successful experience managing the full range of operational, financial, human resource, planning and other functions of an organization;
- Demonstrated success in building a broad team supporting the organization.
- Demonstrated knowledge of the federal legislative process and experience educating policy makers on health issues, preferably including those related to HIV and AIDS;
- Demonstrated ability to work as a member and as a leader of coalitions;
- Commitment to the highest quality of work standards and ability to put time and energy into achieving that goal;
- Ability to travel as necessary;
- Demonstrated well-developed written and oral communications skills;
- Demonstrated well-developed skills in public speaking and organizational representation;
- Ability to manage several projects simultaneously while maintaining focus on priorities;
- Commitment to meeting deadlines;
- Motivational, optimistic leadership style;
- Team-oriented, inclusive management style;
- Initiative and creativity;
- Unquestioned integrity and sound personal and professional judgment.

COMPENSATION

Compensation includes a salary competitive with those of other similarly sized not-for-profit organizations, a 403 (b) retirement plan with an employer match of up to 3% of salary, long and short term disability, health insurance 90% employer-paid, three weeks of vacation (first three years) and other customary leave and benefits.

Resumes should be sent to

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