

## **American Parkinson Disease Association**

### **POSITION DESCRIPTION**

July, 2016

**Position Title: Vice President Chapter Development and Field Operations**

**Reports To: President and CEO**

**Location: National Office**

**Purpose:** The purpose of this position is to develop, lead and oversee the chapter-based field operations designed to generate revenue, promote public awareness, and implement APDA initiatives at the local, state and regional levels and finally to achieve its mission.

#### **PRIMARY RESPONSIBILITIES**

##### **Chapter Development:**

- Create and manage chapter based models, structures and staffing for local development and delivery of fundraising and mission based services through local volunteers and staff.
- Develop policies and procedures designed to ensure consistent, high quality programs and operations throughout the country.
- Develop and manage chapter staff/volunteer leadership development and training programs.

##### **Fundraising and Campaign Development:**

- Lead and manage national field fundraising campaigns as implemented in chapters and publically throughout the country.
- Work with VP of Development and Marketing to create new, national fundraising and marketing campaigns and ensure smooth integration within the field/chapter structure.

##### **Field Operations:**

- Lead and coordinate National Staff in the development and integration of resources and support in the areas of human resources, finance and IT at the chapter levels.
- Ensure efficient and effective communications and working relationships between Chapters, Information and Referral Centers, Support Groups and Centers for Advanced Research.
- Responsible for the overall planning, budgeting and management of field revenue and expenses.
- Management of Field Staff including Executive Directors, Program, Fundraising and administrative staff.

**Organizational Leadership:**

- Develop and manage department budget.
- Contribute as a member of the Senior Staff management team.
- Provide leadership in the national annual and strategic planning and implementation process.
- Perform other related duties as assigned.

**POSITION REQUIREMENTS**

**Education:** Bachelor's degree required, Master's degree preferred

**Experience:**

- Minimum 10 years non-for-profit management experience, preferably in a national organization with field-based units; must have a successful track record in chapter development, management and fundraising; strong preference for prior Executive Director experience
- Minimum 5 years senior management and leadership role

**Related Skills and Knowledge:**

- In-depth knowledge of organizational design and capacity building in field based organizations
- Strong background in implementing successful fundraising strategies and techniques
- Excellent communication and interpersonal skills and demonstrated ability to build relationships with all levels of volunteers and staff
- Strong negotiation skills
- Excellent planning, budgeting, management and evaluation skills in the areas of finance, staff and volunteer human resources
- Ability to work effectively both independently and in a team environment
- In-depth knowledge of fundraising strategies and techniques
- Proven leadership and management skills in non-profit organizations
- Demonstrated problem-solving and decision making skills and ability to work well under pressure
- Willingness and ability to travel as required to perform job – travel is anticipated to be 25% of time, on average – higher during critical work assignments, activities throughout the year
- Computer proficiency in MS Office/Outlook and familiarity with database management

**Core Competencies:**

- Results Driven
- Stakeholder Focus
- Decision Making
- Problem Solving
- Taking Initiative
- Managing Performance

- Team Focus
- Managing Change
- Building Collaborative Relationships
- Emotional Intelligence
- Building Trust
- Flexibility
- Business acumen

**To apply, send cover letter, resume, references, as well as salary history and requirements to:**  
**[jobs@apdaparkinson.org](mailto:jobs@apdaparkinson.org)**