

The American Parkinson Disease Association (APDA) is currently seeking its first Executive Director in Minnesota to join their growing organization. This is a full time, exempt, hybrid role (a blend of work from home and in-person) based in the Minneapolis/St. Paul metro area. The Minnesota Chapter provides support, education, and services to people impacted by Parkinson's Disease throughout the state. Operating a \$300,000 revenue budget, the Chapter is well poised for explosive growth.

The ideal candidate has leadership experience in the non-profit sector, is familiar with the Minnesota geography, culture, and the philanthropic market; has a proven track record in major gift fundraising and donor cultivation; has knowledge of Parkinson's disease and/or chronic illness, the healthcare and social service systems; possesses strong relationship-building skills and communications strengths, the ability to multi-task, deliver exceptional customer service; and utilize keen problem solving and judgment skills.

AMERICAN PARKINSON DISEASE ASSOCIATION:

Founded in 1961, American Parkinson Disease Association (APDA) is the largest grassroots network dedicated to fighting Parkinson's disease. APDA's mission is to *"provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest."* It has raised and invested more than \$313 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of Parkinson's disease and ultimately put an end to this disease.

BRIEF DESCRIPTION OF THE ROLE:

The Executive Director (ED) provides strategic leadership in the Chapter's chartered territory, manages human and financial resources, and creates an atmosphere for volunteers, staff, and stakeholders to succeed in meeting the objectives of APDA's mission. The ED will accomplish this through the development, implementation and evaluation of all Chapter programs and services, events, and operations necessary for efficient functioning and sustainable growth. The ED reports to a Regional Director and works in conjunction with the Chapter's Board of Directors and with the support and approval of the APDA President and CEO and/or designee(s).

Strategic Leadership

- Provides leadership, direction, management and training for Chapter Board, committees, volunteers and staff in the development and implementation Annual Plan and Budget. Inspires and motivates leadership to the staff and volunteers while encouraging and promoting growth.
- Serves as the primary liaison to the Chapter's Board of Directors and works with the Board Development Committee to identify, cultivate, recruit and train successor leadership to the chapter board and leadership positions.

Fundraising and Marketing

- Responsible for executing all levels of fundraising including events, grants, corporate sponsorship, donor cultivation, bequests, and major gifts to achieve the Chapter's annual plan and budget.
- Evaluates the income growth potential of all Chapter activities and develops appropriate strategies to ensure income stability and growth.
- Creates and implements an awareness and marketing program to improve APDA's brand recognition in the Chapter's territory.

Community Development and Public Outreach

- Provides the leadership, management and support for the development of mission driven programs (i.e. Support Groups, Patient Services; Public Education Campaigns, etc.).
- Serves as the primary staff spokesperson to promote the understanding of the APDA mission and presence in the chapter market areas.
- Cultivates productive relationships with the media and various constituent and related groups including professional, educational, and political leadership.

Finance and Administration

- Accountable for the development, management, and attainment of the annual budget, and administration of accounting policies.
- Implements the approval process for all contracts and purchases in accordance with APDA operational policies and/or practices.
- Appraises operating results in terms of costs, approved budget compliance, operating policies, trends, and increased net profit opportunities.

Liaison with National Home Office

- Represents the best interests, professionalism, and integrity of APDA in all activities and relationships through a unified message of APDA's mission and a commitment to organizational standards.
- Provides leadership in building confidence and a strong working relationship between the chapter office and the national office.
- Represents APDA at designated functions as an APDA professional and attend meetings as requested.

QUALIFICATIONS:

- 5-7 years of progressively responsible experience with a minimum of 3 years in a supervisory capacity
- Bachelor's Degree or equivalent. Master's Degree preferred.
- Knowledge and skill in nonprofit management with emphasis on proven fund-raising results.
- Proficiency in fiscal management, skilled in exercising sound judgment and must possess good analytical skills.
- Excellent oral and written communication skills.
- Training and/or experience in community development and strategic planning, ability in volunteer recruitment and development.
- Experience with field-based organizations and distance management is preferred.
- Proficiency in MS Office, CRM (Blackbaud preferred), peer-to-peer platforms (Qgiv preferred), and web-based tools like Constant Contact, WordPress, and NetSuite.

SALARY AND BENEFITS:

- Starting Salary Range: \$95,000-\$100,000. Annual salary based on background and experience.
- American Parkinson Disease Association also provides an attractive benefits package that includes medical, dental and vision insurance, retirement plan, and generous paid time off in addition to standard holidays.

APDA is an equal opportunity employer and is committed to workplace diversity.

Candidates from diverse backgrounds are encouraged to apply.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you! **Please forward your resume to Julie Abelson at julie_abelson@ajq.com.**