

## **Executive Director for Mid-Size Health Services Non-Profit**

Passionate, committed HIV/AIDS support services organization in search of a visionary dedicated leader to guide us. FAHASS is the service provider for clients in central Virginia, located mid-way between the Nation's capital and Richmond, VA. We are focused on expanding our outreach and are looking to capitalize on our strengths as a care services and prevention provider in a service area that contains urban, suburban, and rural populations.

We are looking for:

- A leader with executive level management experience
- A person with a passion for mission and building relationships to support that vision
- An individual with experience in non-profit or private development and grant writing

FAHASS is non-profit organization with twenty-two employees who provide wrap-around care to clients identified as HIV/AIDS positive. In addition, the organization focuses on preventative care and outreach to at-risk communities. FAHASS's headquarters is located in historic Spotsylvania County, Virginia with two satellite locations in Fredericksburg City and Culpepper to more effectively address the needs of clients in its broad service region. Located mid-way between Washington DC and Richmond, the area is a tourist destination with access to the beautiful Rappahannock River, numerous historic sites, great schools, shopping and dining.

If you want to go to work every day in an environment that is mission driven, passionate and fun you may be the person FAHASS is looking for.

- FAHASS offers a competitive compensation package, including employer sponsored health insurance and flexible leave package
- Attractive, contemporary office space
- Committed and engaged staff
- Administrative Assistant to support ED duties
- Cooperative and Supportive Board of Directors

If you are interested in changing your life in the service of others, scroll down to see job description with directions for applying. Position opened until filled. FAHASS is an equal opportunity employer.



## **JOB DESCRIPTION: EXECUTIVE DIRECTOR**

**General:** Full-time position (exempt).

**Defined:** The Executive Director is the Chief Executive Officer of Fredericksburg Area HIV/AIDS Support Services, Inc. (FAHASS). The Executive Director reports to the Board of Directors and will have overall strategic and operational responsibility for the organization's staff, programs, finances, and execution of the organization's mission.

**Qualifications:** The ideal candidate will be mission driven with a sincere interest in assisting the HIV/AIDS community while being aware of the potential for broadening the organization's outreach to additional populations that could benefit from FAHASS's health service model.

- An undergraduate degree is required and a master's degree preferred
- Background in organizational management and experience managing people, resources, and projects
- Grant administration is an essential function of the position, experience in grant administration, specifically Ryan White Parts A and B a plus
- Strong written and verbal communication skills, excellent interpersonal intelligence, and public speaking skills are essential
- Ability to work effectively and collaboratively with diverse populations
- Possess an inclusive leadership style that encourages collaboration, team building, and open communication within the organization
- Past success working with a Board of Directors and an interest in cultivating board involvement
- Fundraising and development experience a plus

### **Major Responsibilities:**

#### **Leadership and Management**

- Program planning and sound fiscal management of the agency, reporting to funding sources and the Board of Directors
- Implementation of effective personnel policies and procedures that comply with applicable laws and regulations
- Recruitment, hiring, professional development, supervision, and termination of all staff
- Implementing Board Policies with fidelity

#### **Vision and Advocacy**

- Developing and implementing the strategic direction of FAHASS over a three to five year horizon with assistance from key stakeholders in the organization and its service community
- Providing advocacy on behalf of the HIV/AIDS affected community and ensuring the needs of the community are communicated to the Board, staff, and community at large



- Developing strategic partnerships with the community, health and human services agencies, and other AIDS Services Organizations (ASOs) in the state
- Assists in the development of coalitions and mutually beneficial support systems with other agencies and institutions to ensure that FAHASS's mission is carried out

#### **Grant Administration and Fund Development**

- Ensure a sound funding base for the organization; specifically with the organization's grantors at the local, state, and federal level
- Create targeted effort to increase fund development from multiple funding streams
- Monitor key demographic shifts in the client population and the changing needs of clients, analyzing how shifts impact development activities

**To Apply:** Submit letter of interest and resume via email to: [edsearch@fahass.org](mailto:edsearch@fahass.org)

**Position open until filled. First review of submissions will take place on August 7, 2017**