



## JOB POSTING

**Application:** Fully completed applications with an accompanying resume and cover letter must be received by mail, fax, or email. Copies of the application are available on the main page at [www.fahass.org](http://www.fahass.org). *Please no calls.*

Application submissions and correspondence regarding the process may be sent using any of the following methods:

**Email:**

[resume@fahass.org](mailto:resume@fahass.org)

**Post:**

FAHASS  
Attn: MaryBeth K. Benz  
4701 Market St, Suite B  
Fredericksburg, Virginia 22408

**Fax:**

FAHASS  
Attn: MaryBeth Benz  
(540) 907-4318



## **JOB DESCRIPTION: EXECUTIVE DIRECTOR**

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

**Reports to:** The Board of Directors

**Defined:** The Executive Director is the Chief Executive Officer of Fredericksburg Area HIV/AIDS Support Services, Inc. The Executive Director reports to the Board of Directors and is responsible for the consistent achievement of the organization's mission and financial objectives, for upholding and representing the values of the organization, and for overall leading the charge in crafting, realizing, and surpassing FAHASS' strategic ambitions.

### **Basic Function:**

The Executive Director is responsible to the Board of Directors for planning, organizing, directing, and evaluating the activities and programs of the agency. The Executive Director will ensure that FAHASS is fiscally and administratively sound and that its programs are of the highest quality and meet the changing needs of the community served. In addition, the Executive Director will be expected to develop a strategy to maintain financial sustainability for the agency over time, a plan that involves broadening the agency's current funding streams. The Executive Director will set the tone of the organization and will develop and foster positive, productive and collaborative relationships within the organization, with the Board of Directors, clients, and with community providers and partners.

### **Employment Standards:**

- An advanced degree preferred in health care administration, social sciences, or a related field.
- A proven track record of leadership in the field of health and/or human and social services, with the ability to point to specific examples of having developed and operationalized strategies providing organizational growth.
- Experience which demonstrates sensitivity to the needs of diverse cultures and persons with HIV/AIDS as well as familiarity with AIDS services and issues.
- Experience demonstrating the ability to conceptualize, develop and to administer programs and grants is critical. Familiarity with Ryan White and other federal and state HIV grant requirements desired.
- Excellence in organizational management with the ability to recruit, lead, coach, develop, and retain individual staff, specifically, experience in managing and creating high-performing, supportive and collaborative teams.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Past success working with a Board of Directors; the ability to cultivate existing board member relationships and recruit new members to augment the size and scope of Board activities.
- Strong written and verbal communications skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Passion, idealism, integrity, positive attitude, mission-driven, self-directed, team centered and one who leads by example.

## **Major Responsibilities:**

### **Leadership & Management**

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, grant/fund development, communications, and systems; recommend timelines and resources needed to achieve strategic goals.
- Cultivate individual and team leaders by striking the right balance between hands-on management, coaching, organized professional development, and empowering individual and team leadership and growth.
- Oversee/develop effective systems to track progress and regularly evaluate program components to measure success, identify obstacles, and adapt as necessary to reach program goals.
- Ongoing evaluation, and when necessary, modification of organizational structure to meet grant requirements and strategic goals.

### **Board Relations**

- Meet regularly with the Board Chair, Executive Committee, and Board of Directors to ensure solid communication and understanding of issues pressing for the agency.
- Propel the Board forward with planning and development, provide regular reports to the Board, and support the development and activities of Board Committees.
- Identify the need for policy development, collaborate with the Board of Directors on the development of said policies, and implement policies as defined and approved by the Board.
- Organize and present the annual budget, program priorities and goals to be amended and approved by the Board of Directors.
- Collaborate with the Board Executive Committee to identify and recruit Board prospects for current and future Board seat vacancies.
- Ensure that staff adequately support the policies and procedures the Board puts forth.
- Facilitate cooperation and mutual respect between Board, staff members, and key stakeholders.

### **Vision and Strategy**

- Shepherd the strategic planning process of the agency, ensuring that both Board and staff play a vital role in the development, and therefore, execution of the plan.
- Implement the strategic plan and direction of FAHASS over a three to five year horizon.
- Monitor local, state, and national program and policy agendas as they pertain to the agency's mission, initiate any required program alterations, ensuring that those taken are economically feasible and that appropriate organizational capability exists to execute them.

### **Human Resources**

- Ultimate administration over the processes of recruitment, hiring, training, mentoring, and supervision of staff; exercise hands-on role in staff recruitment.
- Support the goal of staff retention through the strengthening of the staff onboarding process, providing on-going professional development opportunities, and exercising a commitment to developing an organizational culture that promotes job satisfaction.
- Implement effective personnel policies and procedures that comply with applicable laws and regulations, subject to Board approval.
- Support and encourage the recruitment and effective use of volunteers and interns.

## **Sustainability**

- Working with the Board, the Executive Director will ensure a sound funding base for the organization.
- Analyze and broaden funding streams.
- Define development activities that are appropriate to the agency objectives.
- Together with staff, monitor key demographic shifts in the client population and analyze their changing needs how these potential shifts impact services offered and funding streams; communicate those implications with recommended actions to entire staff and Board of Directors.

## **Advocacy**

- Advocate on behalf of those affected by HIV/AIDS, communicating the needs of those FAHASS serves to the Board, staff, and community at large.
- Build strategic partnerships within the community, health and human services agencies, and other AIDS Services Organizations (ASOs) in the state.
- Assist in the development of coalitions and mutually beneficial support systems with other agencies and institutions to ensure that FAHASS's mission is carried out.

## **Position Traits and Characteristics**

- Ability to communicate the importance of the mission and the goals of the organization in terms of its people, programs, and strategies.
- Ability to navigate through economic and fiscal challenges while maintaining the agency's services and standards.
- Strong and effective interpersonal, public speaking, and writing skills.
- Good judgment, technical expertise, strong organizational, critical thinking, and logical priority setting skills.
- Solid general management and program management skills.
- Ability and commitment to develop strong rapport with a diverse work force and population.
- An inclusive leadership style that endorses and encourages collaboration and open communication.
- Ability to develop rapport and trust with staff while cultivating a commitment to excellence in the service and care of clients.