



*Nonprofit Consultants*



***Western  
Pennsylvania  
Chapter***

**Create a world  
without ALS.**

**Executive Director**  
Pittsburgh, PA

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## About the ALS Association

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The Western Pennsylvania Chapter was founded in 1982 to serve the needs of those living with Amyotrophic Lateral Sclerosis and their caregivers. The ALS Association (ALSA) is the only national not-for-profit health organization dedicated solely to the fight against ALS. ALSA covers all the bases — research, patient and community services, public education, and advocacy — in providing help and hope to those facing the disease. The ALS Association National Office and the Western Pennsylvania Chapter operate under a shared mission: To lead the fight to cure and treat ALS through global, cutting-edge research, and to empower people with Lou Gehrig’s Disease and their families to live fuller lives by providing them with compassionate care and support.

The Western Pennsylvania Chapter (Chapter) focuses primarily on helping local patients and families live with ALS while the National Office focuses primarily on research and advocacy. The Chapter supports the National Office through revenue sharing and research contributions. The National Office supports the Chapter by providing up-to-date information and materials. For additional information, please see the website: <http://webwpawv.alsa.org>



## Position Overview

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The Executive Director reports to a local Board of Directors who are highly engaged and passionate about the mission of ALSA. There is a staff of 2 full-time and 2 part-time professionals, including the Manager of Development and the Patient Services Director. The Executive Director is responsible for the overall operating budget of \$800,000. Fundraising and Advocacy are the major roles of the position.

## Key Responsibilities

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- ▶ Engage the diverse constituents of the Chapter, including patients, caregivers, donors, board members, staff and volunteers with professionalism, compassion and respect.
- ▶ Manage the organization as the executive leader, including office, fiscal and budget management. Supervise the work of the staff.
- ▶ Develop and implement a multi-year strategy to achieve the Chapter's revenue goals by leading and supervising all fundraising, including special events, an annual giving program, major donors, foundation grants and planned giving.
- ▶ Report to as well as educate the Board of Directors, particularly in the areas of Development and Governance.
- ▶ Manage the process of identifying new donors (individuals, corporations and foundations) and grant opportunities; follow up and steward all donors. Supervise the collection and maintenance of data on potential corporate and foundation grants and on individual donor prospects.
- ▶ Represent the ALSA mission and work to the public. This includes political advocacy.
- ▶ Work cooperatively with the National ALS organization with regular reporting, training and communications.

## Expected Outcomes

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- ▶ **Create a Comprehensive Strategic Plan.** During the first 60 days, prepare an analysis of the patient services and development functions of the organization that includes major challenges. Present a plan that includes recommendations, implementation strategies, financial expectations and critical target dates to the Board and Staff.
- ▶ **Create the Strategy and Implementation Plan for Development.** Devise a strategy to attract and retain individual donors, corporate partners and grant-making organizations. Identify grant sources (private/public, local/state) that are a potential match for organizational services and priorities.
- ▶ **Work Cooperatively with the Board of Directors.** Prepare the budget, create agendas, assist with Board recruitment, support committees, and present plans and reports to the Board. Be highly responsive to the needs and expectations of the Executive Committee of the Board.
- ▶ **Manage Staff and Volunteers.** Mentor and respect the talents of the staff. Devise a strategy for performance evaluations.
- ▶ **Administer Policies and Procedures.** Review and create departmental guidelines as needed. Perform agency functions as required. Communicate regularly with the National Office and the Board of Directors.

## Ideal Experience

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The successful Executive Director will be high energy and entrepreneurial. A proven track record in nonprofit management and successful fundraising is required. Prior experience in building strong relationships with supporters and meeting fundraising goals is required. This leader will be a visionary with a strong general management mindset.

- ▶ Bachelor's degree.
- ▶ Proven financial and business acumen.
- ▶ A minimum of 7 years progressive and effective fundraising experience.
- ▶ A minimum of 5 years experience working directly with a volunteer Board of Directors.
- ▶ A demonstrated record of strong management and leadership skills that inspire trust, high performance and collaboration across the organization.
- ▶ Personal communication skills necessary for effective face-to-face cultivation of donors and written communication skills necessary to create compelling materials.
- ▶ Strong analytical and quantitative skills.

## Personal Characteristics

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- ▶ Embrace with passion the mission of ALS.
- ▶ Respond to colleagues, community partners, donors and all related constituents with respect and graciousness.
- ▶ Strong and demonstrated work ethic, time management ability and organizational skills.
- ▶ Ability to know when to lead and when to follow.
- ▶ Keen eye for detail with projects, planning and finances.

## To Apply

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Cover letter, resume and salary requirements should be sent to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). **PLEASE REFERENCE "ED, ALS, (#205-MH687)" IN THE SUBJECT LINE. All Applications are due by September 23, 2011**

ALS Association is an Equal Opportunity Employer. We welcome resumes from all qualified applicants.