

NATIONAL NATIVE AMERICAN AIDS PREVENTION CENTER

720 S. Colorado Blvd., Suite 650-S
Denver, CO 80246



Phone (720) 382-2244
Fax (720) 382-2248

JOB DESCRIPTION President/CEO

Description

Under the guidance of the National Native American AIDS Prevention Center (NNAAPC) Board of Directors, the President/CEO will be responsible for the overall development, direction, daily supervision, oversight and management of staff, operations, financial transactions, and programmatic responsibilities of the organization. The President/CEO is responsible for the organization's consistent achievement of its fundraising goals and objectives, as well as its overall mission. The President/CEO will conduct the operations of the organization using sound management practices.

Status: Full-time, regular based at the NNAAPC office in Denver, CO.

Duties

1. Administrative Management

- Provide daily leadership and guidance for the organization and staff
- Responsible for the recruitment, employment, management, and release of all personnel
- Coordinate the development of an organizational strategic plan
- Implement and monitor progress of organizational strategic plan
- Maintain official records and documents, and ensure compliance with federal and state regulations
- Conduct official correspondence for the organization, and execute legal documents (vendor contracts, consultant contracts, etc.) as authorized by the Board of Directors in accordance with organizational policies
- Establish sound working relationships and enter into memoranda of agreements with national and community organizations
- Represent the organization's mission to agencies, stakeholders, and the general public through participation in meetings, conference calls, committees, etc.
- Maintain a climate which attracts, motivates, and retains a diverse staff
- Support the growth and capacity development of staff and Board of Directors

- Implement the policy decisions and directives of the Board of Directors
- Maintain regular communication with the Board of Directors
- Ensure that the Board of Directors is fully informed of organizational activities and issues/concerns that may affect the organization
- Prepare President/CEO's report and all other requested reports (including, but not limited to: financial status, programmatic status, personnel management, and fund development), and participate in Board of Director's meetings
- Uphold and adhere to the policies, procedures and by-laws of the organization
- Perform other duties as assigned by the Board of Directors

2. Fiscal Management

- Comply with the financial policies of the organization as approved by the Board of Directors
- Coordinate the annual financial audit of the organization in consultation with the Treasurer of the Board of Directors
- Approve and authorize organization expenditures and budgets according to organizational and fiscal policies
- Assist in the production of regular financial reports for the Treasurer and Board of Directors.
- Implement and enforce internal control systems to ensure that financial policies are adhered to by staff, administration, and the Board of Directors

3. Fundraising and Development

- In partnership with the Board of Directors, establish a fund development plan for the organization that emphasizes sustainability and diversity of funding
- Oversee the implementation of the organization's fund development plan, to include the submission of private and public grant proposals, corporate partnerships, giving campaigns, and other strategies
- Secure funding and fiscal support for the organization that strengthens the organization, align with the mission, organizational strategic plan, and organizational capacity

4. National Policy & Advocacy

- Work with the Board of Directors to establish a national policy and advocacy agenda for the organization
- Participate in legislative and regulatory efforts affecting American Indians and Alaska Natives related to HIV/AIDS prevention and other issues in line with the mission of the organization

- Work closely with federal, local and tribal government affairs staff to keep them informed of legislation, regulation, and other policy that impacts the agenda of the organization
- Coordinate grassroots advocacy with the Board of Directors, community advisory boards, and other community partners to forward the policy and advocacy agenda of the organization

Qualifications

- Bachelor's degree in public health, education, social work, or a related field. Master's degree preferred.
- Strong background in grants administration, personnel management and federal reporting.
- Experience in public health policy, advocacy and indigenous health issues.
- Minimum of five years in an executive leadership position with increasing responsibilities (preferably in a nonprofit, tribal government or health-related organization).
- Experience in grant writing and fundraising for securing public and private sector monies.
- Theoretical grounding in HIV/AIDS treatments, interventions, policies and the interconnectedness with other sexually-transmitted diseases.
- Knowledge and experience working with and within Native communities.
- Excellent communication skills (verbal, written, public speaking, and interpersonal).
- Demonstrated understanding of the federal legislative process.
- Ability to travel, on average, 8-12 days per month.

Position Reports To: NNAAPC Board of Directors

Salary: Compensation will be based upon commensurate experience.

To Apply: Resumes and cover letters need to be addressed e-mailed, faxed or mailed to the attention of D'Shane Barnett, Chairperson of the Board of Directors, at dbarnett@ncuih.org, faxed to 202-544-9394, or mailed to: 924 Pennsylvania Ave., SE, Washington, DC 20003

Deadline: The deadline for submitting resumes is 5:00pm eastern time, August 30, 2013.