

Recruitment Profile
for
Executive Director



**Southwest Center[™]
for HIV/AIDS**

Southwest Center for HIV/AIDS

May 2017

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

Title:	Executive Director
Organization:	Southwest Center for HIV/AIDS (www.SWHIV.org)
Reports to:	Board of Directors
Location:	Phoenix, AZ

ORGANIZATION OVERVIEW:

Southwest Center for HIV/AIDS (SWHIV) is a 501(c) (3) non-profit healthcare organization founded in 1990 in direct response to the AIDS pandemic. SWHIV is a medical and support center for people living with or at risk for contracting HIV/AIDS. SWHIV is the largest clinical, education, and prevention center dedicated to fighting HIV/AIDS in the Southwest. The Center also provides comprehensive behavioral health, nutrition, and wellness services making, it among the most prominent HIV/AIDS organizations in the Western United States. SWHIV's vision to lead the fight against HIV and AIDS is carried out through its mission of reducing infection, improving quality of life, and contributing to worldwide research.

SWHIV provides the prevention, education, and health & wellness programs and services from a single location in downtown Phoenix. They are collocated with several allied medical and social service providers aimed at providing a full continuum of care. Key offerings include:

- Education programs, including group and individual instruction for men, women and youth infected or affected by HIV/AIDS;
- HIV prevention programs for men, women, youth, and transgender individuals;
- Wellness services, including nutritional consultations, naturopathic medicine and an on-site vitamin shop;
- Primary Care Medicine with our onsite Family Nurse Practitioner (FNP);
- Professional Behavioral Health services, both individual and group, provided by psychologists, licensed social workers, licensed professional counselors and master's level interns;
- Family support services, including Camp Incredible and social activities for families living with HIV/AIDS;
- Community outreach, reaching out to underserved populations and providing connection to HIV services.

Southwest Center for HIV/AIDS is governed by a 12-member Board of Directors representing a cross section of Phoenix-area civic, business, and philanthropic leaders. It has a current budget of roughly \$3.3 million and a staff of 39. It enjoys the financial support of both private and public funders, including local and national public health programs, individual donors, and special event fundraising.

For more information, please visit www.swhiv.org

LOCATION:

Downtown Phoenix, AZ

THE POSITION:

Reporting to the Board of Directors, the Executive Director of Southwest Center for HIV/AIDS will provide executive leadership and overall direction to advance the agency's vision, mission, strategy, annual goals, and long-term objectives. She/He/They will have full accountability for all Center functions and operations with key responsibilities to include Organizational Leadership, Fundraising, Staff Management, Financial Management, External Relations, and Board Relations. The Executive Director will have ultimate responsibility for developing and implementing organizational strategies to further advance its mission.

A key accountability for the new E.D. will be re-establishing relationships and good will with clients, donors, and other key stakeholders, rebuilding capacity and staff, and restoring the Center's reputation as leader and valued community partner in HIV/AIDS services and LGBTQ wellness. She/He/They will also need to cultivate, support, and grow the leadership team to meet the mission of the organization while looking for creative solutions to generate new revenue to support operations.

PRIMARY RESPONSIBILITIES:**Organizational Leadership**

- With the Board of Directors and appropriate internal/external partners, lead strategic planning efforts to ensure that Southwest Center for HIV/AIDS can successfully advance its work and mission;
- Set specific organizational goals and outcomes and hold staff, Board, and external resources accountable for their successful completion;
- Drive the development of annual and long-range and operating plans
- Oversee and implement appropriate resources to ensure that the operations of the Center are successful;
- Lead talent acquisition and retention efforts and align human resources to strategic, operational, and programmatic priorities;
- Continually and critically review all agency functions and services with a revenue vantage point and prioritize those potential to increase/maximize revenue opportunities;
- Assess risks to the organization's security and growth.

Fundraising

- With the Director of Development, identify new opportunities and advance current development programs to ensure success in individual, corporate, foundation, in-kind, and special event fundraising;
- Lead efforts to secure the financial resources necessary to support Southwest Center for HIV/AIDS's programs and mission;
- Maintain positive, personal relationships with key individual and institutional funders;
- Help to expand the agency's base of financial support.

External Relations

- Assure that Southwest Center for HIV/AIDS and its mission, programs, products and services are consistently presented in a strong, positive image to the public, stakeholders, Board members, the community, etc.;
- Rebuild and reinforce all external relationship to enhance the Center's viability as a leader in public health;
- Be personally active and visible as the face and voice of SWHIV, working closely with other professional, public, and private sector organizations;
- Act as a public advocate for the organization and its programs in the communities it serves;
- Develop and distribute policy and position statements on behalf of the Center and its partners on issues, events, or actions that impact their work at the federal or local level;
- Seek out public speaking opportunities, including media opportunities, to showcase the organization and attract new members and supporters.

Staff Management

- Manage all personnel activities, including hiring and retention of competent and qualified staff, supervision and oversight, and evaluation of job performance;
- Revise organizational structure and job descriptions as needed and within budget parameters;
- Establish and evaluate performance objectives for the Leadership Team (direct reports) and encourage continuous training and development among all staff;
- Set specific job parameters, performance metrics, and quality outcomes for all staff;
- Oversee overall performance of Center staff, as well as external consultants/providers.

Financial Management

- Provide overall fiscal stewardship of Southwest Center for HIV/AIDS and develop resources sufficient to ensure its financial health;
- Oversee financial and administrative functions to ensure immediate and long-term fiscal integrity of the agency;
- Manage the organization's resources within budgeted guidelines and in accordance with applicable current laws and regulations;
- In collaboration with department heads, recommend yearly budget for Board approval;
- Maintain an innovative approach to Center management, exploring and implementing initiatives that facilitate financial success;
- Ensure maximum resource utilization and operation of the organization in a positive financial position.

Board Relations

- Work with the Board of Directors and various Volunteer Committees to ensure that the Center's mission is clearly defined, articulated, and advanced;
- Report to, assist, and advise the Board and its committees on the establishment of the policies and objectives;
- Implement policies and procedures as the agent of the Board to fulfill regulatory requirements and legal statutes;
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for them to make critical decisions on behalf of the agency;

- Identify and assesses changes in policy, funding, and industry trends and keep the Board apprised of any anticipated impact on the Center’s operations.

While no single candidate is likely to have equal expertise in all of the above categories, successful candidates will have a compelling combination of strengths in many of them and the self-awareness and wisdom to leverage other resources in the area(s) where she/he/they lack personal mastery.

REQUIREMENTS:

The Executive Director of Southwest Center for HIV should be a proven organizational leader who combines stature and presence with a heart for the mission of the Center. Candidates should be comfortable addressing a diverse group of internal and external stakeholders and other sources of financial and professional support for the agency. This new E.D. will be leading a team of dedicated staff members and should be an accomplished manager who enjoys developing organizations and has the ability to foster an environment of teamwork and collaboration.

The successful candidate will be an experienced manager of organizations – including human and financial resources – with a proven track record of success. She/He/They must be a self-directed, results-driven leader who can work successfully in diverse environments. This person will possess the ability to set and maintain strategic direction while also managing day-to-day operations. The ideal candidate will have a background in public health and/or HIV prevention, care and treatment, and a demonstrated understanding of and commitment to health and equality for those living with or at risk for HIV/AIDS.

The Executive Director should have a collaborative, inclusive, and transparent leadership style and respectfully leverage the knowledge and experience of the current team. She/He/They must be a good listener, a team builder, and a supportive leader. Familiarity with the Phoenix philanthropic community would be an asset but is not required. All candidates should have flexibility to accommodate early and evening weekday hours and occasional weekend hours, as well as some travel within/outside Arizona.

Additionally, candidates should have:

- Minimum of 12-15 years of nonprofit management experience; preferably including an executive leadership role in HIV/AIDS or a related public health field;
- Experience working effectively and collaboratively with a Board of Directors;
- Direct staff and financial management responsibility in an organization of similar size and complexity;
- Proven track record in nonprofit fundraising as demonstrated by growing an organization’s philanthropic income and base of support;
- Solid, hands-on, budget management skills, budget preparation, analysis, decision-making, and reporting;
- Ability to assess existing talent and then enhance, align, and/or implement personnel changes as necessary to advance the mission-critical work of the agency;
- Comprehensive understanding of the changing implications of the Affordable Care Act and knowledge of Ryan White and related government funding;
- Strong organizational abilities including planning, delegating, program development, and task facilitation;

- Exceptional written and oral communications skills and ability to make impactful connections with a wide range of constituencies;
- Ability to convey a vision of the Southwest Center for HIV/AIDS's strategic future to staff, Steering Committee, Board of Directors, and funders;
- Proficiency in interfacing with and engaging diverse groups at both the grass roots and grass tops levels;
- Sufficient executive presence to earn respect and credibility, combined with enough humility to learn and grow from the content/functional experts and long-term supporters in and around the organization.

EDUCATION:

Bachelor's degree required; graduate degree in related field preferred.

OPPORTUNITY:

The new Executive Director of the Southwest Center for HIV/AIDS will join an organization whose mission is critical, whose work is life-changing, and whose platform is unique. The opportunity to revitalize and lead this vital community organization to new levels of growth and effectiveness in partnership will be a primary motivator for the successful candidate. There is significant potential for growth in many areas of the organization; SWHIV has found newly solid operational and financial footing following some challenging years. The E.D. will work with a committed team of staff, Board, and community members. She/He/They will have a direct, personal, and tangible impact on one of the most critical public health issue of our times and on the lives of people the Center serves.

CONTACT:

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the Southwest Center for HIV/AIDS. We are pleased to answer any questions or supply further information. Inquiries, nominations, or applications (including a cover letter and resume/curriculum vitae) should be directed electronically and in confidence, to:

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All inquiries or referrals will be held in strict confidence.

Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.