

**Recruitment Profile**  
for

**Executive Director**



*Southwest Center for HIV/AIDS, Inc.*  
*Phoenix, AZ*

**February 2019**

**LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY**

## POSITION DESCRIPTION

<b>Title:</b>	Executive Director
<b>Organization:</b>	Southwest Center for HIV/AIDS ( <a href="http://www.swcenter.org">www.swcenter.org</a> )
<b>Reports to:</b>	Board of Directors
<b>Location:</b>	Phoenix, AZ

---

### **ORGANIZATION OVERVIEW:**

The Southwest Center for HIV/AIDS, Inc. (“Southwest Center”) is a 501(c)(3) non-profit organization founded in 1990 in direct response to the AIDS pandemic in Phoenix. Over the years, Southwest Center has become a leading provider of integrated clinical, social, and support services, as well as a vital community center for people living with or at risk of contracting HIV/AIDS. It is now among the largest community-based testing, education, and prevention providers dedicated to fighting HIV/AIDS in the Southwest. Southwest Center also provides comprehensive behavioral health, nutrition, and wellness services with nearly 10,000 visits annually, making it among the most important HIV/AIDS organizations in the Southwestern U.S.

Southwest Center provides its programs and services from The Parsons Center for Health and Wellness in downtown Phoenix. They are co-located in The Parsons Center with several other allied medical and social service providers, aimed at providing a full continuum of care.

Key programs and services offered by Southwest Center include:

- On- and off-site HIV/STI testing. Southwest Center is the largest community-based tester in the state, completing more than 10,000 HIV tests and 15,000 STI tests annually;
- PrEP and PEP programs navigating more than 800 people into care;
- Primary and coordinated care provided by an on-site Family Nurse Practitioner;
- Behavioral Health services from licensed therapists who offer individual, family, and group counseling;
- Nutrition Programs, including nutrition assessments, food voucher programs, and an in-house Vitamin & Herb Shop;
- Individual Medical Case Management to help sustain medical care and other core support services;
- Transgender Resources and Navigation Service (TRANS) Program that increase access to high quality care and support specifically to trans and/or nonbinary clients;
- Education programs, including group and individual instruction for men, women and youth infected or affected by HIV/AIDS; and
- A range of Education and Outreach programs including:
  - IGNITE, a project to eliminate stigma around safer sex and HIV that provides, HIV and STI testing, public education, chat groups, and monthly meet ups, among other community-directed efforts,

- The TEA Phoenix, addressing the needs of African American and Latino gay and bisexual men ages 18-29, and
- One-on-one and group supportive peer Empowerment Programs.

Southwest Center is the only integrated HIV/AIDS care provider in central Arizona. Its team of professionals provides culturally competent, non-judgmental, sexual health care to any individual who comes through its doors.

Southwest Center is currently governed by an 11-member Board of Directors representing a cross-section of Phoenix-area civic, business, and philanthropic leaders. In the 2018 fiscal year (which ended in December 2018), Southwest Center had revenues of roughly \$3.7 million and a staff of 45 people. Of the total \$3.7 million, roughly 50% was from government grants & public sources, about 30% in private philanthropic dollars – a mix of foundation, corporate, and individual giving – and 20% from earned income, including insurance reimbursements, tenant lease payments, vitamin shop sales, and space rental.

*For more information, please visit [www.swcenter.org](http://www.swcenter.org)*

### **LOCATION:**

Downtown Phoenix, AZ

### **THE POSITION:**

Reporting to the Board of Directors, the Executive Director of Southwest Center will provide executive leadership and organizational management to advance the agency's vision, mission, and strategic goals and objectives. She/He/They will have full accountability for all Southwest 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 to work with the Board, staff, and stakeholders of Southwest Center to develop and implement a strategic plan and vision for the future of Southwest Center which includes:

- 1) With Board of Directors and key stakeholders, refining and implementing Southwest Center's long-term vision and strategy.**
- 2) Strengthening organizational structure and professionalizing systems, policies, and procedures to improve performance and break down silos.**
- 3) Growing financial resources by expanding current fundraising efforts and identifying creative, new solutions, to ensure fiscal viability and sustainability.**
- 4) Rebuilding/Re-establishing relationships and good will with clients, donors, and other key partners and stakeholders to rebuild Southwest Center's reputation as a leader and valued community partner.**
- 5) Expanding programs to promote health and wellness with a focus on growing/improving clinical services and operations to most effectively meet the needs of LGBTQ people and those living with HIV/AIDS.**
- 6) Raising overall visibility, recognition, and understanding of Southwest Center's work and mission.**



## **PRIMARY RESPONSIBILITIES:**

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

### **Organizational Leadership**

- With the Board of Directors and appropriate internal/external partners, develop and implement a strategic plan to ensure that Southwest Center is a robust, viable, and fiscally sustainable organization;
- Drive the development of annual and long-range and operating plans;
- Set organizational goals and outcomes and work with board, staff, and external resources ensure their successful completion;
- Continually and critically review agency functions and services and align human resources to strategic, operational, and programmatic priorities.

### **Fundraising**

- With the Development Director and team, continue to grow current development programs and identify new financial opportunities;
- Provide vision and oversight to ensure success in individual, corporate, foundation, in-kind, and special event fundraising;
- Lead efforts to identify and secure new and innovative funding resources necessary to support Southwest Center's programs and mission;
- Maintain positive, personal relationships with key individual and institutional funders.

### **Staff Management**

- Manage all personnel activities, including hiring and retention of competent and qualified staff, supervision and oversight, and evaluation of job performance;
- Increase teamwork and collaboration in ways that elevate employee morale and break down silos or divisions;
- 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.

### **Financial Management**

- Provide transparent fiscal stewardship of Southwest Center and develop resources sufficient to ensure its financial health;
- 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;
- Ensure maximum resource utilization and operation of the organization in a positive financial position.

### Programmatic Leadership

- Provide vision and leadership to make sure Southwest Center remains current with all strategic, programmatic, and funding innovations/best practices in the field;
- With leadership team, grow, expand and improve clinical offerings, including mental and behavioral health, primary & coordinated care, trans health services, testing and medical case management, etc.;
- Identify opportunities for expansion in the areas of LGBTQ health and wellness;
- Pursue and/or expand programming with a funding perspective, prioritizing those with potential to increase/maximize revenue opportunities.

### External Relations

- Work collaboratively with board, staff, and community partners to build, maintain, and reinforce healthy and mutually beneficial working relationships with allied organizations;
- Identify and engage partners to enhance the Southwest Center's viability and credibility as a leader in the community;
- Ensure that Southwest Center's mission, programs, and services are consistently presented in a strong, positive image to the public, stakeholders, community members, etc.;
- Act as a public advocate for the organization and its programs in the communities it serves.

### Board Relations

- Report to, assist, and advise the board and its committees on the establishment of the policies and objectives;
- Identify and assesses changes in policy, funding, and industry trends and keep the board apprised of any anticipated impact on the Southwest Center's operations;
- 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;
- Partner with the board and its leaders to identify potential new board members and to increase its engagement and effectiveness as governing body.

### **CANDIDATE PROFILE:**

The Executive Director of Southwest Center should be a proven organizational leader who combines stature and presence with a heart for the Center's mission. Candidates should be comfortable addressing a diverse group of internal and external stakeholders and other sources of financial and professional support. This nonprofit leader must possess the ability to set and maintain overall strategic direction while also managing day-to-day operations. She/He/They should be an experienced manager of human and financial resources who can foster an environment of teamwork and collaboration in an organization that has undergone significant change and turnover.

The position requires a collaborative, inclusive, and transparent leadership style. Candidates for Executive Director should demonstrate a capacity for change management, including open communications, emotional intelligence, stamina, and the ability to act decisively when necessary. The successful candidate will have a proven track record of success in community or public health – ideally having overseen some clinical operations, – experience in HIV/AIDS and/or LGBTQ wellness organizations, and knowledge of the LGBTQ community. They should also have deep lived and/or learned experience of the unique challenges LGBTQ people and those living with HIV/AIDS face today.



### **Required Skills & Experience**

- Minimum of 12-15 years of nonprofit management experience; preferably including an executive leadership role in HIV/AIDS or a related public health field;
- Leadership experience in an organization or environment with clinical operations, services, and staff is also preferred;
- Strong organizational abilities including planning, delegating, program development, and task facilitation;
- Staff oversight 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, fiscal management skills, including 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;
- Exceptional written and oral communication skills and the ability to convey a vision for Southwest Center and make impactful connections with a diverse range of constituencies;
- Experience working effectively and collaboratively with a Board of Directors or similar volunteer governing body;
- Proficiency in interfacing with and engaging diverse groups at both the grass roots and grass tops levels;
- Demonstrated commitment to equity and inclusion; in particular, engaging marginalized communities and populations;
- 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.

### **Additional/Desired Experience**

- Understanding of/experience with the changing implications of the Affordable Care Act and of Ryan White and related government funding;
- Familiarity with the Phoenix philanthropic community would be an asset but is not required.

All candidates should also have flexibility to accommodate early and evening weekday hours, some weekend work, and occasional travel within/outside Arizona.

### **EDUCATION:**

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

### **OPPORTUNITY:**

The new Executive Director of the Southwest Center 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 critical community health organization to new levels of growth and effectiveness will be a primary motivator for the successful candidate. There is significant potential for growth in many areas of the organization. The E.D. will work with a committed team of staff, board, and community members and she/he/they will have a direct, personal, and tangible impact on the lives of people Southwest Center serves.



**CONTACT:**

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the Southwest Center. 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:

Kevin Chase, Managing Partner  
[Kevin@kevinchasesearch.com](mailto:Kevin@kevinchasesearch.com)

Catie DiFelice, Senior Associate  
[Catie@kevinchasesearch.com](mailto:Catie@kevinchasesearch.com)

**Kevin Chase Executive Search Group**

1800 Hi Point Street  
Los Angeles, CA 90035  
(323) 930-8948

[www.kevinchasesearch.com](http://www.kevinchasesearch.com)

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.*