

Recruitment Profile
for
Executive Director



North Carolina AIDS Action Network
Raleigh, NC

NOVEMBER 2021

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

Title: Executive Director

Organization: North Carolina AIDS Action Network

Reports to: Board of Directors

Location: Raleigh, NC

ORGANIZATION OVERVIEW:

North Carolina AIDS Action Network (NCAAN) is a dynamic, statewide advocacy organization fighting for the rights of people living with HIV & AIDS and Viral Hepatitis, their loved ones, and people vulnerable to acquiring HIV & AIDS in North Carolina. Through policy, education, and community organizing efforts, NCAAN is advocating for and empowering the individuals, communities, and populations who are disproportionately affected by HIV and Viral Hepatitis. It is also working on behalf of people who use drugs and those experiencing inequitable access to care and other identity-based marginalization. Headquartered in Raleigh with staff working virtually throughout the state, NCAAN has a current operating budget of around \$650,000 and a dedicated team of six full- and part-time employees. A 501(c)(3) nonprofit organization, NCAAN is governed by a 13-person volunteer Board of Directors comprised of community, philanthropic, and business leaders from across the state.

Among NCAAN's many health policy wins are: increasing access to health insurance for individuals on the HIV Medication Assistance Program, modernizing the state's HIV criminal law, working to legalize syringe service programs in NC, and securing more than \$1 million in new funding from the NC Department of Health and Human Services for hepatitis testing and linkage to the cure. NCAAN has twice successfully stopped legislation that would have taken away a minor's right to consent to sexual and mental health testing and treatment, and has also protected the state's syringe service programs from harmful restrictions that would have closed most of the programs throughout the state. It also cultivated a major contribution from the Elton John AIDS Foundation which has allowed it to establish a six-figure endowment.

Beyond policy change, NCAAN works to cultivate new community advocates and leaders and to create a supportive, engaged network in the HIV, AIDS, and related health policy movements. Each year, over 100 people volunteer to participate in a variety of actions, including event-based outreach, data entry, and phone banks. NCAAN's annual HIV & AIDS advocacy day at the General Assembly, "*HIV Speaks on Jones Street*," brings advocates from the mountains to the coast to educate lawmakers about issues impacting people living with HIV, hepatitis, and people who use drugs. Its annual HIV & AIDS Advocacy Conference, "*Building Power Across the Spectrum*," draws more than 100 people for workshops and fellowship with advocates from across from North Carolina and the South.

While great strides have been made in addressing the HIV & AIDS crisis overall, there is still much work to be done in North Carolina. The state is home to Charlotte and Greensboro, two cities on the Center for Disease Control and Prevention's list of cities with the highest HIV diagnosis rates. Recent estimates suggest there are around 35,000 people living with HIV or AIDS in North Carolina; as many as 5,000 are unaware of their status.

NCAAN envisions a state that values the voices, knowledge, and life experiences of people living with HIV & AIDS; where HIV education and healthcare are accessible, fact-based, compassionate, and without moral judgement; and where people living with HIV & AIDS have a community of mutual support and are treated as whole individuals worthy of love, respect, and dignity.

For more information on NCAAN see www.ncaan.org



THE OPPORTUNITY:

Since its inception in 2010 – out of a need to eliminate the lengthy waitlist for the state’s HIV Medication Assistance Program (formerly the AIDS Drug Assistance Program or “ADAP”) – NCAAN has always punched above its weight in terms of influence and impact. The last several years of dynamic growth have only intensified this reality. Under the leadership of Executive Director Lee Storrow (he/him) for more than six years, NCAAN more than tripled in staff and revenue and solidified its position as a trusted policy partner and thought leader throughout the state and beyond. In 2019, NCAAN created an endowment fund that significantly increased the financial sustainability of the organization. NCAAN is respected throughout North Carolina for tackling complex policy initiatives and actively advocating for individuals and communities who still face disproportionate levels of HIV transmission and related health challenges; notably, communities of color, low-income populations, transgender people – in particular, trans women of color – men who have sex with men, injection drug users, sex workers, and North Carolinians living in rural areas. In response to the needs of these communities, NCAAN has expanded its policy focus to encompass additional, directly related initiatives in areas such as Viral Hepatitis, harm reduction, and health system reform, including Medicaid expansion.

Storrow left the organization (on very good terms) in August of this year to pursue another leadership opportunity. Janeen Gingrich (she/her), an experienced North Carolina nonprofit leader, is serving as Interim Executive Director and will remain at NCAAN through the completion of the search and onboarding/integration of the new leader; likely in the 1st quarter of 2022. The next Executive Director will step into an organization that is financially sound, poised for growth and expansion, and committed to advancing an even broader policy and advocacy agenda. Typical of organizations that have grown so quickly over a short period, there is a need for further development of systems, structures, and protocols, but also a strong desire to remain flexible, nimble, and values driven.

THE POSITION:

The new Executive Director will assume primary operating and oversight responsibility for NCAAN, with support and direction from the Board of Directors, to advance NCAAN’s work and mission. This executive leader will drive strategic, administrative, and financial decisions and will bring creative leadership to envisioning and enacting policy priorities for people directly impacted by HIV, Hep C, and related health issues in an often challenging political and cultural environment. The Executive Director will bring new energy and expertise to NCAAN and will work with Board, staff, and constituents to develop and implement a renewed strategic vision and direction for the organization, to include the following priorities (as identified by key internal and external stakeholders):

- Strategically grow and expand organizational capacity and the systems and structures to support current and future growth
- Continue to build, organize, and support a network of grassroots advocates in communities across the state, with particular focus on rural areas, Black and Brown communities and other underserved and over-burdened populations
- Clarify and align NCAAN’s mission, goals, and priorities
- Increase and diversify funding and funding sources
- Advance policy and advocacy capability and impact, including deepening relationships with elected officials and other policy makers across the political spectrum

The Executive Director will function as a public representative and spokesperson for NCAAN in raising awareness, challenging HIV-related stigma, and advocating for sound public policies. This position requires a visionary leader, a highly organized manager, and a great collaborator who thrives on building effective teams with diverse constituents.

REPORTING:

Reports to the Executive Committee of the Board of Directors. Supervises a team of six, including policy, communications, organizing, outreach, and advocacy staff.

RESPONSIBILITIES:

[NOTE: It is understood that no single candidate will have equal expertise in all these areas of responsibility. Successful candidates will possess a compelling combination of many of them and the self-awareness and wisdom to leverage existing and/or new resources in the area(s) where they lack personal mastery.]

Organizational Leadership & Strategic Development

- Lead Board of Directors, staff, and stakeholders in establishing a renewed and forward-looking vision for NCAAN that meets the evolving needs and realities of the communities and constituents for whom it advocates, and;
- Work collaboratively with Board and staff to develop strategic and operating plans that allow the organization to achieve that vision;
- Strategically grow and scale the organization, including the development, implementation, and refinement of systems, policies, and protocols to support current and future growth.

Policy & Advocacy

- Lead NCAAN in exploring, expanding, and/or refining its policy and advocacy priorities beyond HIV & AIDS – in particular, the areas of Hep C, harm reduction, Medicaid expansion, PrEP, and health system reform;
- Provide leadership and direction to policy and advocacy initiatives, including monitoring policy developments, developing campaign strategies, and facilitating face-to-face conversations between decision makers and those affected by HIV, Viral Hepatitis, substance use, etc.;
- Translate the organization’s mission and vision into actionable policy and advocacy goals and provide supportive leadership to NCAAN’s statewide advocacy networks, partners, and coalitions.

Development & Communications

- Serve as the chief fundraiser for NCAAN, supported by external resources (grant writer, event producer, etc.) as necessary;
- Work with the Board of Directors to grow and diversify financial resources, strengthen NCAAN’s financial position, and ensure the financial health of the organization;
- Maintain positive, personal relationships with key individual and institutional funders, including foundations, corporations, and major donors;
- Direct marketing and communications efforts to effectively communicate NCAAN’s mission and impact and increase awareness of/support for its work.

Fiscal Management

- Provide transparent fiscal stewardship, proactively managing resources to ensure the organization’s financial health and sustainability;
- Develop, manage, and monitor annual budgets;
- Ensure that all regulatory and funding reports are prepared and delivered in a timely manner;
- Deliver timely and accurate reports to the Board of Directors that clearly communicate the financial position of the organization.

Staff Management & Development

- Advance an inclusive, performance-based culture that is collaborative, transparent, and respectful/ affirming of all backgrounds and identities;
- Provide professional development opportunities for staff to learn new skills and enhance performance;
- Supervise the hiring, training, development, retention, and/or termination of staff;
- Revise organization structure and job descriptions as necessary (and within budget parameters) to maximize capacity and impact.

Community and Capacity Building

- Provide strategic and engaging leadership to NCAAN's network of allied individuals and organizations;
- Establish and maintain relationships with legislators, elected officials, decision-makers, and other allies;
- Elevate and support historically marginalized voices in HIV & AIDS advocacy, including queer, trans/nonbinary, and/or BIPOC individuals, as well as those living with HIV in rural areas;
- Cultivate strong working relationships with AIDS service organizations and other coalition partners across North Carolina.

Board Relations

- Work with the Board of Directors to advance the organization's work and mission;
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;
- Support the Board's efforts to recruit, train, and retain effective Board members.

CANDIDATE PROFILE:

Candidates for this position will have a demonstrated passion for NCAAN's work and mission. They will have proven skills in policy, advocacy, fundraising, and leadership, and a track record of organizational growth and development. They should bring the ability and commitment to advance an anti-racist framework and lens, and to center equity and inclusion in all the organization's work. They should be able to connect authentically and effectively with a broad range of stakeholders; from grassroots activists to people living with HIV across the state, to institutional funders and elected officials across the political spectrum, to community members and coalition partners.

The successful candidate will share some of the identities and lived experience of the people and communities NCAAN serves. They will be empathetic, accessible, and people-centered and at the same time bring the professional skills and knowledge of organizational systems, processes, and policies to lead NCAAN to new levels of success and impact. They must have previous experience working with diverse teams and managing across a broad range of demographics and identities. Regardless of personal identity or professional background, candidates must have an intersectional understanding of race, gender and sexual identity, socioeconomic status, in particular as it relates to those living with or at elevated vulnerability for HIV & AIDS.

Required Skills and Experience (Must Have):

- Minimum of five years of successful senior management experience, including strategic planning, organizational growth and development, staff management, and external relations skills;
- Proven ability to work effectively with communities disproportionately impacted by HIV & AIDS, including communities of color, low-income populations, youth, women, transgender people, men who have sex with men, injection drug users, sex workers, women of color and/or rural populations;
- Significant experience in policy, advocacy, capacity building, and/or community organizing, ideally in a directly related issue area (HIV, Hep C, harm reduction, disability rights, public health, health system reform, etc.) in a Southern state;
- Record of success in nonprofit fundraising, with experience in individual giving, corporate and foundation support, and/or special events;
- Previous financial oversight and budget management responsibility for an organization of comparable (or larger) size and complexity;
- Exceptional internal and external communications skills that can engage multiple, diverse stakeholders and inspire them to action;
- Ability to work with elected officials (and their staffs) across the political spectrum, regardless of one's own political affiliation;
- Ability to cultivate strategic relationships with other nonprofits, community organizations, public officials, LGBTQIA Movement leaders, and allies.

Desired Skills and Experience (Nice to Have):

- Existing knowledge of/connections to North Carolina elected officials and other policy makers;
- Previous experience advancing policy initiatives at the state level (preferably in a Southern state);
- Knowledge of the current HIV & AIDS policy landscape at the state and/or national level;
- Leadership experience on a HIV & AIDS agency, Community Center, or LGBTQIA organization;
- Experience working collaboratively and transparently with a Board of Directors or similar volunteer leadership group (with an emphasis on strategic planning and organizational growth);
- An undergraduate degree – or equivalent lived and professional experience – in management, business/public administration, policy, public health, or related field.

Personal Qualities and Characteristics:

- Strong interpersonal skills and high level of self-awareness;
- Demonstrated commitment to fight for the rights of people living with HIV & AIDS within a broader social justice framework;
- Ability to connect authentically with people and ideologies across the political spectrum;
- Empathetic and compassionate;
- Bridge builder, collaborator, and reliable partner – internally and externally;
- Fair, balanced, and transparent leadership style;
- Fun and engaging with a good sense of humor;
- Authentic, engaging, and dynamic public speaker;
- Accessible, relatable, flexible, and warm.

COMPENSATION AND BENEFITS:

NCAAN is offering a compensation package that includes a base of \$90,000 to \$105,000 – depending on skills and experience —and benefits including health, dental, and vision insurance (with 100% of premium costs covered by NCAAN), 4 weeks of PTO, and 11 paid holidays per year.

TO APPLY:

Inquiries, nominations, or applications (including a resume and cover letter framing interest and fit with this Recruitment Profile) can be sent in confidence to search@kevinchasesearch.com. We are pleased to answer any questions or supply further information.

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of NCAAN. NCAAN is an equal opportunity employer; a diverse workforce and inclusive culture are core values. NCAAN and Kevin Chase Executive Search Group welcome applications from all qualified individuals without regard to race, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status. LGBTQIA-identified and/or BIPOC candidates, as well as individuals with lived experience of HIV & AIDS, are strongly encouraged to apply.

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

