

Asthma and Allergy Foundation of America, New England Chapter

Job Title: Executive Director

The Asthma and Allergy Foundation of America New England Chapter seeks a dynamic, self-directed individual to serve as Executive Director and fulfill the mission of our organization.

AAFA New England is a non-profit, 501(c)(3) organization dedicated to the control and cure of asthma and allergies. Since 1979, we have assisted thousands of individuals with asthma and allergies, including food allergies, to live safer, healthier lives. We provide telephone support and information to individuals and agencies, run educational support groups with expert speakers for patients and parents, train childcare providers and healthcare professionals, and publish a newsletter, website, and other educational materials. We also work in communities and with the media to raise awareness about the seriousness of life-threatening allergies and asthma, and advocate for policies to improve the lives of people with asthma and allergies.

Key Responsibilities:

- Report to and serve as the professional management advisor to the Board of Directors.
- Actively pursue and execute fundraising, donor development, and grant opportunities and report outcomes as associated with grant requirements.
- Perform the responsibilities of recruiting, hiring, management, training and development of staff.
- Oversee existing Foundation programs and revise programs and/or develop new programs as needs are identified, with approval of the Board of Directors.
- Monitor the public relations activities of the Foundation.
- Serve as the primary spokesperson for the Foundation.
- Develop a budget and respond to fiduciary matters required by local, State and Federal authorities, Auditors, AAFA National and other required agencies and sources. Monitor and actively manage the expenses of the Foundation working in conjunction with the Treasurer.
- Consult and comply with AAFA National regarding requirements of an affiliated chapter.

Qualifications:

- At least 3 years of experience in non-profit management, preferably in a health care-based organization
- Demonstrated success with fundraising, donor development, and grant writing
- Operations management experience, including staff management, regulatory compliance, and financial statements
- Project management experience, with ability to multi-task, prioritize projects, and motivate others to exceed expectations and deliver projects within defined deadlines
- Motivated, self-directed individual who enjoys public outreach.
- Exceptional written and verbal communication skills, with the ability to interact with a variety of audiences
- Bachelor's degree required.

Job-Type:

4 days/week with potential for flexible hours.

Location:

The Executive Director will work out of our Needham office. Will consider the possibility of virtual office set up one day/week for the right candidate.

How to Apply:

Please email cover letter and resume to aafaneed@gmail.com.

Visit asthmaandallergies.org to learn more about our organization.