



Asthma and Allergy
Foundation of America®

NEW ENGLAND CHAPTER

25 Braintree Hill Office Park, Suite 200

Braintree, MA 02184

781-444-7778; Email: aafane@aafane.org

www.asthmaandallergies.org

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 offer educational programming and materials for our community, including patients, families, healthcare professionals, and schools. We provide support services, advocate for policies that would improve quality of life for those with asthma and allergies, support research initiatives, and publish a newsletter three times annually. We also work in communities and with the media to raise awareness about the seriousness of life-threatening allergies and asthma.

Key Responsibilities:

- Actively pursue and execute fundraising, donor development, corporate fundraising and grant opportunities and report outcomes as associated with grant requirements.
- Report to and serve as the professional management advisor to the Board of Directors.
- Oversee existing Foundation programs and develop new programs as needs are identified.
- Coordinate marketing and engagement efforts with the Director of Education Programs.
- 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, and AAFA National. Monitor and actively manage Foundation expenses working in conjunction with the President and Treasurer. Oversee the bookkeeping and accounting activities.
- Consult and comply with AAFA National regarding requirements of an affiliated chapter.
- Perform the responsibilities of recruiting, hiring, training, and management of staff.

Qualifications:

- At least 3 years of experience in non-profit management, preferably in a health care-based organization
- Experience working with a non-profit board.
- 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 (25 hours) with potential for flexible schedule. Some evening and weekends hours required.

Position available immediately.

Annual Salary: \$50,000

Location:

The Executive Director will work out of our Braintree, MA office. Work can be conducted virtually during the pandemic and once resolved, there is the possibility of virtual office set up one day/week for the right candidate.

How to Apply:

Please email cover letter and resume to jobs@aafane.org.

Visit www.asthmaandallergies.org to learn more about our organization.