



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 to 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 and related diseases. Since 1979, we have assisted thousands of individuals with asthma and allergies, including food allergies, to live safer, healthier lives. We offer educational programming, resource materials and support services for our community, including patients, families, caregivers, healthcare professionals, and schools. We provide disease awareness initiatives and engage in legislative advocacy to support policies that would improve quality of life for those with asthma and allergies. AAFA New England supports cutting-edge medical research initiatives being conducted by teaching hospitals and pharmaceutical companies in a variety of ways. 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 fund development, donor development, corporate partnerships and grant opportunities.
- Plan and help implement fundraising events such as the annual **Fall Gala and Exhibit** and oversee activities of the **ASICs Falmouth Road Race, Numbers for Nonprofits Program**.
- Report to and serve as the professional management advisor to the President and CEO and Board of Directors and report activities and outcomes at quarterly Board Meetings.
- Oversee existing Foundation programs and work with the Coordinator of Education and Outreach to develop new programs as needs are identified.
- Engage in written and oral legislative advocacy initiatives to further AAFA New England's mission in all six New England states.
- Support medical research, including periodic implementation of the \$10,000 Medical Research grant.
- Serve as the primary spokesperson for the Foundation, along with the President.
- Develop and coordinate marketing and engagement efforts, including for the Chapter website, and on social media platforms, in coordination with the Coordinator of Education and Outreach and/or the social media consultant.
- Represent AAFA New England at legislative forums, conferences, and community events.
- Develop a working budget with the President for Board review and approval and respond to matters required by local, State and Federal authorities.
- Monitor and actively manage Foundation expenses working in conjunction with the President, Board Treasurer, and contracted bookkeeper and CPA.
- Provide AAFA New England's contracted bookkeeper and CPA with needed financial documents

and oversee the bookkeeping and accounting activities of the organization.

- Attend to the daily operations of the organization, including monitoring/responding to emails.
- Consult and comply with AAFA National regarding requirements of an affiliated chapter, including attending the monthly virtual Chapter meetings.
- Develop a working knowledge of work conducted by like-minded non-profit organizations and in this health space.
- Perform the responsibilities of recruiting, hiring, training, and management of staff when needed.

Reports to the President

Qualifications:

- Bachelor's degree required.
- At least 2-3 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.
- Candidates with knowledge of asthma and allergic health conditions preferred.

Job-Type:

- Part-time. 4 days/week (25-30 hours), flexible schedule. Some evening and weekends hours required.
- At least one day in-office, remainder may be remote. At least one day-in office with the Coordinator of Education and Outreach.
- Position available immediately

Annual Salary:

\$50,000

Benefits:

- 5 weeks paid vacation
- 5 sick days
- All state and Federal holidays
- Simple IRA Match of up to 3%

Location:

AAFA New England's office is located in Braintree, MA.

How to Apply:

Please email cover letter and resume/CV to jobs@aafane.org. Email Subject Line: Executive Director
Visit asthmaandallergies.org to learn more about our organization