**BRAIN INJURY ASSOCIATION OF VIRGINIA**

**TITLE: Executive Director**

**REPORTS TO: President of the Board of Directors**

**SUPERVISES: Deputy Director**

**Operations and Administration Manager**

**FLSA STATUS: Exempt**

**POSITION SUMMARY (11/21):**

Responsible for promoting and serving association members interests by representing the brain injury community, determining association objectives, and organizing resources to address identified issues. Responsible for the leadership and management of the Brain Injury Association of Virginia’s programs, finances, and operations; serves in an ex-officio capacity on committees and task forces.

**Qualifications:**

* Master’s degree or equivalent preferred.
* 5 years of progressively more responsible leadership and management experience in nonprofit or association arena.
* Familiarity with membership, finance, human resources, and related nonprofit operations.
* Knowledge of:
  + Health and disability issues and legislative and regulatory processes at federal and state levels
  + Fund development, including application, management, and evaluation of federal grants; willingness and ability to solicit major donors.
  + Needs of persons with brain injury, families, caregivers, and professionals
  + Statewide service delivery systems and resources
  + Organizational management
* Skills in:
  + Working with a Board of Directors.
  + Strong public appearance skills.
  + Excellent oral and written communication skills
  + Program administration, development and evaluation
  + Leadership
* Ability to:
  + Foster and maintain collaborative relationships.
  + Work independently and in groups
  + Manage personnel effectively
  + Use of computers and MS Office software applications

Other requirements:

* Brain Injury Specialist Certification within one year of employment
* Overnight travel and night and weekend work as necessary
* BIAV maintains a smoke-free workplace and complies with the federal Drug-free Workplace Act.

**Essential Position Functions:**

*Board & Committees*

* Regularly communicate with Board, select committees, and Chairpersons via telephone, electronic mail, and personal meeting to keep volunteer leaders informed of developments within the field and the Association.
* Research, write, and recommend governance and programmatic policies, positions, and strategies to guide governance-level deliberations and decisions.
* Arrange board and committee meetings and teleconferences; draft agendas for approval; prepare and disseminate reports and background materials; write and circulate minutes; and take action as directed by the Board.
* Support Nominating Committee in the recruitment, orientation, and training of new Board members; identify desired skills/experience; prepare call for nominations; screen nominees; prepare election ballot; announce results; plan and conduct orientation program.
* Undertake special projects independently or in collaboration with committees, volunteer leaders, or staff (e.g., corporate restructure).
* Respond to public inquiries regarding board operations; respond to board member requests; maintain board roster and related files.
* Serve the Board of Directors by recruiting candidates, collecting, analyzing and summarizing information and trends, remaining accessible and answering questions and requests
* Provide training that assures the Board of Directors are aware of and fulfill their governance responsibilities

*Public Communication & Representation*

* Work closely with volunteer leaders, committees, and staff to research, formulate, and communicate the organization’s public policy positions and goals; write or edit position papers, press statements, testimony, comments, and related documents.
* Oversee and participate in the Association’s public awareness and public information campaigns and projects, including selection of themes, messaging, and materials; as needed, generate conceptual design and draft initial copy for key initiatives (e.g., Brain Injury Awareness Month, logo re-design/branding campaign, new website).
* Serve as spokesperson for the Association to actively and effectively represent its positions, accomplishments, and goals to constituents and the public; regularly deliver speeches, presentations, and extemporaneous remarks.
* Serve on advisory boards for governmental agency initiatives, university-based research projects, and related organizations.

*Revenue Generation*

* Cultivate and maintain enduring relationships with current and potential public and private funding sources.
* Advise and support Board members to ensure effectiveness in their fundraising roles.
* Lead and/or participate in the preparation of grant and contract applications, letters of inquiry, and related requests.
* Conceive, plan, execute, and evaluate funding initiatives (e.g., corporate sponsors, annual year-end appeal, education programs, events) independently and/or in collaboration with volunteer leaders and staff, including conceptualizing program design, analyzing potential revenue, drafting collateral material, making requests, and tracking results.
* Oversee donor acknowledgement; personally sign thank-you letters to donors of $100 and above.

*Finance & Administration*

* Oversee preparation of annual budget and reporting to Board, affiliates, and governmental agencies.
* Review state agency expense reports, monthly financial statements, bank reconciliations, and account balances in monitoring and analyzing Association’s performance.
* Oversee day-to-day direction and control of the Association’s property and operations and periodically undertake special projects, such as office move, equipment acquisition, and furnishings replacement.
* Write, negotiate and/or review, and approve contracts, legal agreements, requests for proposals, and similar administrative and programmatic documents.
* Comply with federal state and local laws and regulations by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; and executing legal documents as appropriate
* Achieve financial objectives by developing and recommending the association’s budget, scheduling expenditures, analyzing variances, initiating corrective actions, negotiating contracts, fundraising and anticipating long-term issues.
* Manage and oversee supervision of Association staff, including authority to hire, evaluate, terminate and institute disciplinary action; lead weekly staff meetings; arrange for occasional staff trainings/retreats; monitor and facilitate positive staff culture.
* Undertake human resource projects as necessary, such as personnel policy manual, job descriptions, and compensation studies.

*Program Development and Advocacy*

* Manage association staff by recruiting, selecting, training, coaching, counseling and conducting performance appraisals; developing personnel policies and procedures.
* Advocate for the brain injury community by studying its changing needs across the state, representing the organization on appropriate councils, task forces and workgroups, and recommending programs and services to providers and policymakers.
* Facilitate development of statewide initiatives through collaboration with legislators, governmental agencies, disability advocates, primary and secondary educational systems, public health agencies and rehabilitation providers.
* Represent the Brain Injury Association of Virginia by promoting its mission, contributing to community programs and groups, and informing and responding to news media.
* Plan, organize, direct and evaluate program activities to meet grant and contract deliverables.

*Other Activities*

* Work closely with the Board, staff and key stakeholders in the development of BIAV’s strategic plan; arrange meetings, write plan, and report progress.
* Identify organization-wide metrics and track results.
* Advise and support all staff in achieving program and revenue goals to ensure the highest quality, efficiency, and effectiveness possible.
* Provide direct technical assistance to colleagues on a range of issues, particularly state legislative policy.

I have read and understand the above purpose, qualifications and functions of this position.

Employee signature: Date:

Approval: Date:

President of the Board of Directors