

DESCRIPTION

The American Diabetes Association (ADA) is seeking an experienced Director to lead our staff and volunteer team in the Wichita and central Kansas area. The Director is responsible for overall leadership, strategy implementation, planning and oversight of all programs, events and volunteer development within the service area.

Qualified candidates will have a proven track record of planning and executing cost effective special events that have raised 5 figures or more. The Director is responsible for recruitment and management of local staff team of three. Candidates will also have proven experience working with volunteers, corporate decision makers and major donors. Strong presentation skills, oral and written are required. Must know how to gain commitment, confirm mutual understandings and recruit and manage volunteer participation to successful outcomes. Exemplary attention to detail and ability to manage multiple activities is necessary. Strong organizational skills, analytical decision making, financial acumen, and creativity required.

Position also requires skills for community outreach and developing corporate partnerships to generate revenue. The selected candidate will be responsible for hands on responsibility of key fund raising activities. The successful candidate will bring knowledge of the market, possess the ability to expand ADA's sphere of influence and have demonstrated success in leading and coaching small teams in a results-oriented, fast-paced environment. Key responsibilities include building the Volunteer Leadership Board, developing corporate relationships and engaging community volunteers and staff to plan and execute special events and community outreach initiatives. The successful candidate will have experience in identifying and nurturing donors leading to successful major gift solicitation.

The Director is responsible for participating in the strategic planning process, managing an operating budget of \$800,000 + and collaborating with teams on divisional and national levels (major gifts, corporate development and advocacy).

ADDITIONAL REQUIREMENTS

- *Bachelor's degree or equivalent experience
- *Minimum of 5-7 years of progressive management experience in similar non-profit organizations
- *Excellent interpersonal, verbal and written communication skills with an ability to interact effectively with volunteers across diverse geographic and socio-economic backgrounds
- *Must have access to a car as frequent travel throughout Wichita service area
- *Proficiency in MS Office Suite and comfortable with web-based business systems
- *Ability to lift 25 lbs.

To apply: www.diabetes.org on the Careers page.

Contact: Mark Stubbs, APR

Executive Director

Kansas City and Kansas Area

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