



## President & CEO

**Reports To:** Board of Directors

**Position Summary:** ALS United North Carolina shares the hopes of people everywhere that Amyotrophic Lateral Sclerosis will one day be a disease of the past, conquered by the dedication of thousands who have worked ceaselessly to understand and eradicate this perplexing killer.

The President and CEO of ALS United North Carolina will join the leaders of ALS United in 15 chapters across the United States whose goal is to support and empower the ALS community through a collaborative approach to fostering bold research initiatives, advancing advocacy, and providing comprehensive care to individuals and families affected by ALS. The President and CEO leads a team of professionals who oversee finance and operations, care services and public policy, philanthropy, communications and marketing, and special events. The organization has a budget of \$2.5 million in FY 2025, employing 13 dedicated staff across the state, and engaging countless volunteers and partners to support our mission.

**Core Job Responsibilities include:**

- Work with the Governance Committee and key stakeholders to develop a strategic plan, set goals, and create operational plans in collaboration with the Board of Directors, staff, partners, and volunteers to advance ALS United NC's mission
- Responsible for the overall management of the organization's business and affairs, operating within its established policies and guidelines
- Implement board-approved policies and consistent business practices
- Serve as the primary staff liaison to all Board members through the Board Chair, providing support to the Chair in specific leadership roles and tasks
- Assist the Board Chair and Nominating/Governance Committee in identifying, cultivating and soliciting new Board members to ensure a diverse Board
- Support the Board and Governance Committee in the ongoing development of its members and in evaluating the Board's effectiveness
- Inform Board members of potential funding sources and collaborate with the Board to solicit funds

- Understand and support the needs of individuals with ALS and their families by ensuring the development and delivery of Care Services programs that serve constituent needs efficiently and effectively
- Monitor ongoing effectiveness of programs and services through measuring objectives and evaluating outcomes
- Submit and supervise the annual operating budget in conjunction with Treasurer and Board Chair, Director of Finance & Operations, and Board committee chairs, submitting to the Board for approval
- Follow guidelines for fiscal reporting as established by the Treasurer, as well as State and Federal Law
- Monitor receipts, expenditures and cash flow, ensuring that information is reported to the Finance Committee monthly
- Create and maintain a comprehensive set of controls designed to mitigate risks and enhance the accuracy of the organization's reported financial results
- Serve as an articulate and knowledgeable spokesperson for the organization, educating the general public, medical community and appropriate state and federal bodies regarding ALS United NC's mission and the organization's programs and activities
- Maintain regular contacts with key individuals in local and state government, other non-profit agencies and the business sector to promote the public image and reputation of ALS United NC
- Foster an environment that attracts, retains and motivates a diverse staff of top-quality people
- Oversee daily activities of staff, including, but not limited to, the Director of Finance & Operations, Director of Care Services & Public Policy, Director of Philanthropy, Communications & Marketing Manager and Special Events Manager
- Educate, mentor and encourage staff to grow in their respective roles
- Conduct staff evaluations and provide regular feedback, including implementing disciplinary steps with written documentation when necessary; work with staff on professional development and coaching opportunities
- Manage staff time and attendance
- Partner with the Director of Care Services to ensure all staff receive proper orientation

**Other Duties include:**

- Leverage the strengths of the Leadership Team to create and implement effective systems that support each member in achieving their optimal individual and organizational goals
- Support the Special Events Team on Walk Day
- Attend local, regional and/or national professional development trainings and conferences as needed or as requested by the board, and ensure that the board is informed of its proceedings
- Perform any other duties as assigned

**Qualifications:**

- Personal qualities that demonstrate integrity, credibility, and a strong commitment to the organization's mission
- Professional demeanor and appearance
- Ability to lead by example and collaborate with immediate team and the Organization as a whole
- Quick adaptability to changing work priorities while still meeting deadlines
- Exceptional communication and organizational skills
- Capacity to learn new processes and procedures

- Initiative and self-motivation
- A Sense of humor
- Skills to manage difficult or complex situations and/or people
- Ability to network and build relationships with a variety of audiences
- Competence in recruiting, retaining and cultivating volunteers at various levels
- Skills to organize, create and steward revenue generating opportunities

**Education/Experience:**

- Minimum of a bachelor's degree
- At least three years of personnel management experience
- Experience in nonprofit fiscal management, including, but not limited to, budgeting
- Successful track record in fundraising and/or outside sales
- Experience in effectively communicating key data to a variety of audiences

**Certificates and Licenses:**

- Valid Driver's License

**Work Environment:**

- Hybrid with flexibility
- Primarily located in an indoor office environment
- Employees may occasionally be exposed to outdoor weather conditions while performing their duties

**APPLY HERE**

*ALS United North Carolina has engaged Capital Development Services (CapDev) to conduct a search for this position. Candidates are required to submit a cover letter and a resume. All materials will be kept confidential. Application materials will be reviewed as received. Additional inquiries may be directed to [search@capdev.com](mailto:search@capdev.com).*