

**Voices of Hope for Aphasia is currently seeking
highly qualified candidates for our next
Executive Director**

Voices of Hope for Aphasia is a 501(c)3 non-profit organization that provides innovative programs for people with aphasia. We help people living with aphasia in the Tampa Bay area re-connect with their lives through supported activities and educational programs. www.vohaphasia.org

To apply, send a letter describing how you can help further the mission of Voices of Hope for Aphasia along with a complete resume to the Board of Directors via
e-mail: careers@vohaphasia.org or by mail: 200 2nd Ave South, #449 St. Petersburg, FL 33701

The **Executive Director (ED)** is the key management leader of Voices of Hope for Aphasia (VOHA). The ED's primary responsibilities include fundraising, marketing, board member recruitment, and community outreach. This position reports directly to the Chairman of the Board and the Board of Directors (BOD) and requires regular communications.

GENERAL RESPONSIBILITIES:

- 1) **Board Governance:** Works with board in order to fulfill the organization's mission.
 - Responsible for leading VOHA in a manner that supports and guides the organization's mission as defined by the BOD.
 - Responsible for communicating effectively with the BOD and providing, in a timely and accurate manner, all information necessary for the BOD to function properly and to make informed decisions.
 - Responsible for identifying and recruiting local board members that meet the criteria and approval of the existing BOD
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of VOHA, to include submission to the BOD of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support VOHA's mission.
 - Oversee annual Gala
- 3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, operational planning and community outreach.
 - Responsible for marketing and growth of VOHA's programs that carry out the organization's mission.
 - Responsible for annual operational plan (budget) to ensure that VOHA can successfully fulfill its Mission.
 - Responsible for the enhancement of VOHA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- 4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible effective administration of VOHA operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- A bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- First-hand experience with people with Aphasia, a plus
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey the vision of VOHA's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong writing skills
- Strong public speaking ability
- Proficiency in the tools required to complete the responsibilities of the position, including but not limited to, Microsoft Word, Excel, PowerPoint, social media outlets, email distribution services such as ConstantContact or MailChimp, QuickBooks, and others

Actual Job Responsibilities:

1. Developing an annual Budget and detailed operational plan that is approved and reviewed quarterly with the board.
2. Working closely with the Board, recruit new board members that meet the criteria for sitting on the VOHA board.
3. Drive and lead fundraising efforts to meet and exceed the financial goals established by the board of directors as identified in the annual budget.
4. Maintain employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit as established by the specific designated committee.
5. Serving as VOHA's primary spokesperson to the organization's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations throughout the designated region and utilize those relationships to strategically enhance VOHA's Mission.
7. Report to the Board Chairman and work closely with the BOD to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State.
8. Supervise, collaborate with organization staff.
9. Planning and implementation.
10. Organize and attend Board meetings.
11. Participate in committee meetings.
12. Drive marketing and other communications efforts.
13. Review and approve contracts for services.
14. Other duties as assigned by the BOD.

This is a full-time position. Salary is commensurate with experience and other qualifications. Benefits package includes PTO (Paid Time Off)

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