

**American Liver Foundation  
Director  
New England Division**

**Basic Functions:**

Provides the leadership and management designed to create cost effective and on-going sources of revenue, community presence and mission delivery within the Division.

**Management Scope:**

Reporting to and working with the with National Director, Divisions, the Director will be accountable and responsible for managing Division's financial resources and staff. S/he will work with the National Director, Divisions to develop the Division's annual Budget and Business Plan. S/he will administer the organization's policies and procedures within the Division through innovation, collaboration, excellence and a culture of accountability to the organizations mission.

**Essential Responsibilities:**

**Mission Involvement, Community Development:**

Under the leadership of the National Director, Divisions, the Director:

- Supports the development and delivery of mission driven programs, community outreach, special events and services within the Division.
- Supports the development of and engages in and maintains active involvement with the Division's Medical Advisory Committee and Board of Directors.
- Serves as a staff spokesperson and communicator to promote the understanding of the organization's mission and presence in the Division.
- Cultivates productive relationships with the media, various constituents and related groups including professional, medical, educational, families and grass-roots leadership in the Division.

**Division Development:**

- Presents recommendations and evaluates the income growth potential for all area activities.
- Develops a plan to ensure income stability and growth.
- Provides direction, management and training for staff in the development and implementation of organizational plans.
- Maintains a working knowledge of the organization's mission and programs.

**Fund Raising:**

- Revenue Generation. Works with assigned supervisor to establish an annual income development plan that represents broad opportunities for special events fundraising (i.e., *Liver Life Walk, Liver Life Challenge (Boston Marathon team)*, culinary galas, events), donor prospecting, cultivation, retention, upgrading, acknowledgement and recognition.
- Relationship Building. Serves as liaison, motivator and manager to the Division Board in its fundraising responsibilities.
- Directs the cultivation and acquisition of foundation contributions through sponsorship and/or in-kind support.
- Provides support, materials, reports and assistance in building and implementing the on-going development of the Board. Works closely with the area's Board's President, schedules meetings and works with others to expand participation.
- Volunteer Recruitment and Management. Directs, and is actively engaged in, the cultivation and meaningful involvement of volunteers at all levels in income producing and programmatic outreach activities. S/he recruits, orients, trains and mentors volunteers to help meet event fundraising goals.

**Administration:**

- Administers the established personnel policies and procedures of the organization.
- In consultation with the supervisor and Human Resources, performs area personnel management functions, including, but not limited to, staff hiring/termination, performance management, training, supervision, compensation changes.
- Ensures the preparation of reports, area records and other documentation regarding the of the Division's plans and activities when requested.
- Follows the approval process for all contracts, purchases and banking activities in accordance with organization policies.
- Provides leadership in building confidence and strong working relationships between the Division's office and the National office. Ensures that the policies adopted by the organization through the National Board are understood and followed by all employees.
- Other duties, as assigned.

**Position Requirements:**

- Experience in fiscal management and revenue/expense forecasting and budgeting.
- Ability to represent the best interests, professionalism and integrity of ALF in all activities and relationships through a unified message of the mission and a commitment to Foundation standards.
- Knowledge and skill in nonprofit management preferred with emphasis on proven fundraising results, board and volunteer development and mission delivery.
- Excellent oral and written communication skills.
- Experience in community development and relationship building.
- Detail oriented, flexible, organized, and able to manage multiple tasks and projects simultaneously.
- Skilled in using Microsoft Word, Excel and fundraising software.
- Must be able to travel as needed, up to 25%-35% of the year. Needs a flexible schedule as there are times during the year that require working on nights and weekends.
- Must be able to lift and carry at least 20 pounds.

**Education and Experience:**

- Education level – Bachelor's Degree or equivalent in education, training or experience, plus four or more years of progressively responsible related experience with a minimum of two years in a supervisory capacity.

**EEO**

The American Liver Foundation (ALF) will aspire to involve every segment of the community in every aspect of its work and will demonstrate its commitment to and accountability for an inclusive environment in which differences are recognized, respected, valued and celebrated.

Please send your resume, cover letter and salary requirements to Kathleen Flynn, National Director, Divisions, at [kflynn@liverfoundation.org](mailto:kflynn@liverfoundation.org). Resumes will be accepted until the position is filled.