

TITLE: Executive Director
REPORTS TO: Board of Directors
SUPERVISES: Directors of Finance, Development and Programs
FLSA STATUS: Exempt

POSITION SUMMARY:

The Executive Director leads the efforts to execute the BIAV's mission to advance education, awareness, treatment and research to improve the quality of life for all people affected by brain injury. Responsible for promoting and serving association members' interests with the brain injury community and with national, state and local government policymakers. This role is responsible for the execution of the associations' strategic plan and ensuring and organizing resources to fulfill organizational objectives. Responsible for the leadership and management of the Brain Injury Association of Virginia's programs, finances (\$1.2M budget), and operations; serves in ex-officio, nonvoting capacity to the board, on committees and task forces. This position must keep the President of the Board of Directors, as well as other key stakeholders informed of actions and activities. Coordinates programs and activities, as appropriate, with the National Brain Injury Association.

Attributes, Desired Skills and Experience:

- Proven leadership (8 years+): nonprofit(s) or association arena a plus
- Demonstrated acumen with:
 - Revenue Generation & financial management
 - Strategic visioning, planning and execution
 - Program Development and Advocacy
 - Membership management
 - Human resources (including DEI&B), administration and business operations
- Skills and Abilities in:
 - Board and Committee Governance and collaboration
 - Public Communication and Representation skills
 - Program development and evaluation, administration, and communication/marketing
- Knowledge of and desired experience in:
 - Non-profit operations
 - Resource and Fund development, evaluation and administration of grants and governmental contracts
 - Willingness and ability to solicit major donors
 - Health and disability issues
 - Legislative and regulatory processes at federal and state levels
 - Brain injury
 - Statewide service delivery systems and resources, including rehabilitative services and Medicaid
 - Technology, Computer proficiency, MS Office applications
- Master's degree or equivalent preferred

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.