

The Albert Schweitzer Fellowship of Alabama

EXECUTIVE DIRECTOR - POSITION DESCRIPTION

The **Executive Director** is responsible for training and overseeing mentorship of our Fellows, as well as the planning, organization, and direction of the nonprofit. The [Alabama Schweitzer Fellowship](#) is dedicated to developing a pipeline of emerging professionals who enter the workforce with the skills and commitment necessary to address unmet health needs. The ideal candidate will inspire graduate students interested in service and will be able to work with a cross-section of community leaders, faculty from multiple institutions, and an engaged Board of Directors who care deeply about community engaged learning. Anticipating growth in the coming years, candidates should have a track record of scaling programs, growing and diversifying funding sources, instituting policies and procedures for efficient operations, and communicating a vision with clarity and enthusiasm. The Executive Director also serves as a representative among the national Schweitzer Fellowship network, contributing to shared activities that advance our mission of improving health, developing leaders, and creating change. Job duties include, but are not limited to:

Fundraising and Development:

- Develop and execute, with assistance from the Development Manager, a comprehensive fundraising strategy to secure diverse revenue streams including grants, donations, and corporate sponsorships
- Steward donor relationships, with particular emphasis on growing and maintaining academic partners
- Ensure compliance with funding requirements.

Administration and Finance

- Create and implement a vision for organizational sustainability and program expansions in collaboration with the Board of Directors, including development of a strategic plan
- Manage finances including creation of an annual budget, ongoing bookkeeping in Quickbooks, monthly reconciliation and financial reports
- Work with the Treasurer and Finance Committee to monitor financial performance, manage cash flow, and make strategic financial decisions ensuring financial health and sustainability
- Ensure accurate and timely filing of tax returns
- Oversee day-to-day operations and ensure that organizational policies and procedures are followed, creating new policies and procedures when needs are identified
- Manage and support staff, including hiring, training, and performance evaluations fostering a culture of collaboration and accountability
- Complete HR functions including payroll for staff, Fellows, and contractors; process annual tax documents (W-2s, 1099s)

Governance and Board Relations

- Serve as the primary liaison between the staff and the Board of Directors as well as Board committees
- Assist in identifying and cultivating Board members, and support Board development and training
- Support operations and administration of the Board, such as creating Board and committee calendars, agendas, self-assessments, and keeping proper records (Minutes, COI disclosures, etc.)

Direct Fellow Support and Program Management

- Ensure that programs are aligned with the organization’s mission and meet the needs of the community served
- Oversee the recruitment and competitive selection of new Fellows annually
- Oversee the design, implementation and evaluation of the organization’s programs and services
- Develop and implement curriculum to cultivate the Fellows’ abilities to address health inequities and meet the needs of community partners, both as an individual program and in collaboration with the national Schweitzer Fellowship
- Organize and lead Fellowship activities including annual orientation, fall retreat, winter retreat, monthly training sessions and the Celebration of Service each spring
- Supervise staff to mentor Fellows in regards to their direct community service activities and leadership development
- Build and maintain relationships with mentors, including networking with both academic faculty and nonprofit community partners
- Seek opportunities to maintain connections to alumni (i.e., Fellows for Life)

Program Evaluation and Quality Improvement

- Implement program evaluations with current Fellows, including both quantitative and qualitative measures
- Conduct regular audits of program outputs and outcomes to increase program completion rate and to ensure projects meet intended milestones and goals
- Synthesize evaluation data and produce materials that convey the results for funders, the Board of Directors
- Lead staff through internal quality improvement processes to make data-driven decisions related to recruitment and curriculum development, to ensure ongoing program improvements

Communications and Community Relations

- Promote the work of the Fellows by working with staff or consultants to develop communication strategies across all communication platforms (social media, newsletters, website, public speaking events, etc.)
- Direct, edit, and approve content for the website, e-newsletter, and social media as well as year-end and FYE annual reports.
- Pursue opportunities to enhance the organization’s visibility and public image
- Engage with the national Schweitzer Fellowship collaborative, whether through collaborative meetings, committee work, and/or attendance at occasional Fellow for Life webinars

THE SKILLS YOU WILL NEED

To be successful in the role, the Executive Director should have five or more years of applicable work experience. The candidate should demonstrate:

- The ability to work with a diverse group of constituents across varied settings (e.g., nonprofits, government agencies, academic institutions, and corporations)
- Proven record in successful fundraising
- Ability to think strategically, handle complex issues, and make sound decisions

- Demonstrated ability to manage multiple projects, using prioritization and planning skills in order to set and meet internal and external deadlines
- Strong understanding of nonprofit governance and experience working with a Board of Directors
- Excellent communication, interpersonal, leadership and management skills, with the ability to execute them with a team in a remote-work environment
- Proficiency using technology tools or willingness to learn Google Suite, Canva, Remind, Constant Contact and Asana
- Required: a Bachelor's Degree and five years of applicable experience is required
- Preferred: a master's degree and 7-10 years of applicable experience are preferred; degrees in nonprofit management, public administration, public health, business administration, counseling, social work or another related field are a plus.

OTHER REQUIREMENTS

Work will be in a hybrid work environment; generally work is within the hours of 8am-6pm but does require flexibility in scheduling, with some evening and weekend work required. There will be occasional state-wide travel as well as attending the annual program director retreat each summer in one of the 10 Schweitzer Fellowship sites nationally. A valid driver's license, reliable transportation, and proof of automobile insurance is required. Clearance of an investigative background check is also necessary.

SALARY/BENEFITS

Salary will be commensurate with experience (between \$65,000 - \$80,000 annually for full-time, 40 hours/week) and includes paid time off, in addition to nine (9) designated holidays and three (3) personal holidays. We offer up to a 4% match on a 401k plan. Further details about health insurance coverage can also be provided to interested candidates.

TO APPLY

Please submit your cover letter, resume, and contact information for three professional references via email to director@asfalabama.org with "Executive Director" in the subject line. Interviews will begin immediately.

ASF of Alabama is an Equal Opportunity Employer who will not discriminate against any individuals based on race, color, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.

WHO WE ARE

The Alabama Fellows Program is one of 10 active Schweitzer programs across the U.S. dedicated to developing a pipeline of emerging professionals who enter the workforce with the skills and commitment necessary to address unmet health needs. Alabama Schweitzer Fellows are competitively chosen from students enrolled in graduate and professional schools around the state, who demonstrate a passion for cultivating positive change in Alabama communities where the need is greatest. In the state of Alabama, all 67 counties have Medically Underserved Areas and/or Medically Underserved Populations. Part of the reason for this gap in access to care is that there are not enough providers willing to see individuals on a sliding scale or who have Medicaid for insurance. This is one of many indicators that show the ability for our state to meet the healthcare and social needs of our state is contingent upon developing a workforce that is empathic to the needs of all patients, understands the impacts of social determinants of health, and feels both skilled and committed to addressing

the needs of the most vulnerable members of society, whether due to socioeconomic barriers or other vulnerabilities. Research indicates that one effective way to prevent the erosion of empathy while in health-profession training programs is to have earlier, first-hand experiences with patients that encourage understanding the patient's point of view. The Schweitzer Fellowship provides students with the opportunity to identify unmet needs in conjunction with a community site organization and to then plan, implement, evaluate and seek to sustain a project to address that need.

WHO YOU ARE

While the educational or work background may vary, candidates will exhibit shared characteristics that align with ASF's values:

- Collaborative - ASF serves as an intermediary between many community nonprofits and academic institutions. We seek people who value the time and effort it takes to develop effective partnerships and who are willing to put in the effort to coordinate multiple stakeholders so that this variety of perspectives can be heard and shared action determined.
- Proximate- ASF seeks to help students be in proximity to community, whether it be a community that they are already a part of or one that they are learning about. We believe that only by seeking to understand the perspective of others will we develop effective solutions to long-entrenched issues. Therefore, we seek people who are comfortable working across differences and who value lived experience; we also hope to build a team with diversity of backgrounds so that the organization can also reflect the diversity of the communities where we live and serve.
- Curious- Rarely do we have answers to community problems born out of our own understanding, but rather we seek to be curious throughout the process of community engagement, while: gathering information—data, research on best practices, lived experience; formulating a strategy; adapting the plan to continually improve. We want team members who are both humble enough to acknowledge when they don't know something but also brave enough to attempt work even when they don't have all the information.
- Big picture and detailed thinkers- As a small nonprofit, each member must understand how their role contributes to the larger design while simultaneously being able to break that goal into smaller steps and hold themselves accountable for following through with set deadlines.