



**Black AIDS Institute
President and Chief Executive Officer**

About the Black AIDS Institute

Founded in May of 1999, the Black AIDS Institute is the only national HIV/AIDS think tank in the U.S. focused exclusively on Black people. The Institute's mission is to end the HIV/AIDS pandemic in Black communities by engaging and mobilizing leaders, institutions and individuals in efforts to confront HIV/AIDS on a local, state, regional, and national level. The Institute interprets public and private sector HIV/AIDS policies, conducts trainings, offers technical assistance, disseminates information, provides free testing for HIV and other STIs, offers linkage to both preventive and clinical care, and provides advocacy and mobilization from a uniquely and unapologetically Black point of view. Our motto describes a commitment to self-preservation: "Our People, Our Problem, Our Solution."

Leadership Opportunity

The new leader of the Black AIDS Institute will join an organization whose mission is critical, whose work is life-changing, and whose platform is unique. The opportunity to lead this vital national organization to new levels of growth and effectiveness in partnership with local and national public health and social justice organizations will be a primary motivator for the successful candidate. There is significant potential for growth in many areas of the organization, especially in the area of the provision of clinical care; the CEO will work with a committed team of staff, Board, and community members to advance civil and human rights through program development, policy development, training, direct service, and public communications. She/He/They will have a direct, personal, and tangible impact on one of the most critical public health issue of our times and on the lives of people the Institute serves.

Seeks a Civil and Human Rights Leader Committed to Direct Care

As the leading voice of Black people affected by HIV/AIDS, the Black AIDS Institute's leadership must possess civil rights, public health, and movement- and institution-building gravitas. The new leader should understand the historical context of both the HIV/AIDS movement and the Black struggle in America. Understanding the power dynamics of the past should inform how the new leader guides the Black AIDS Institute forward. Understanding the medical/clinical, scientific, public health, policy, funding, community mobilization, and intersectional dynamics of persistent HIV-related disparities is imperative. Success will require the ability to network and engage Black leaders, institutions, and community change-makers and persuasively convey the needs of Black people affected by HIV/AIDS to mainstream media, politicians, governmental entities, new and prospective corporate partners, philanthropic institutions, public health officials, and the general public. The new leader should possess the capacity to manage change and lead an institution that must be nimble, impact-oriented, and operating at both the local and national levels.



Reporting to the Board of Directors, the President and CEO is responsible for overall management, fundraising, accountability, and administration of the BAI to ensure the organization achieves its goals, according to Board approved policies and procedures. The CEO directs and manages all organization matters of the Black AIDS Institute and its core values in achieving its mission and goals as currently defined. A summary of the position's primary responsibilities follow.

Organizational Leadership

- With the Board of Directors and appropriate internal/external partners, lead strategic planning efforts to ensure that the Black AIDS Institute can successfully advance its work and mission;
- Set specific SMART organizational goals and outcomes with relevant metrics, and hold staff, Board, and external resources accountable for their successful completion;
- Drive the development of annual and long-range and operating plans;
- Oversee and implement appropriate resources to ensure that the operations of the Center are successful;
- Lead talent acquisition and retention efforts and align human resources to strategic, operational, and programmatic priorities;
- Continually and critically review all agency functions and services with a revenue vantage point and prioritize those potential to increase/maximize revenue opportunities;
- Assess risks to the organization's security and growth.

Fundraising

- Identify new opportunities and advance current development programs to ensure success in individual, corporate, foundation, in-kind, and special event fundraising;
- Lead efforts to secure the financial resources necessary to support BAI's programs and mission;
- Maintain positive, personal relationships with key individual and institutional funders;
- Guide the expansion and diversification of the agency's base of financial support.

External Relations

- Assure that BAI and its mission, programs, products and services are consistently presented in a strong, positive image to the public, stakeholders, Board members, the community, etc.;
- Rebuild and reinforce all external relationship to enhance BAI's viability as a leader in public health;
- Be personally active and visible as the face and voice of BAI, working closely with other professional, public, and private sector organizations;
- Act as a public advocate for the organization and its programs in the communities it serves;



- Oversee the development and distribute policy and position statements on behalf of BAI and its partners on issues, events, or actions that impact their work at the federal or local level;
- Seek out public speaking opportunities, including media opportunities, to showcase the organization and attract new members and supporters.

Staff Management

- Manage all personnel activities, including hiring and retention of competent and qualified senior staff, supervision and oversight, and evaluation of job performance;
- Oversee the revision of organizational structure and job descriptions as needed and within budget parameters;
- Establish and evaluate performance objectives for the Leadership Team (direct reports) and encourage continuous training and development among all staff;
- Set specific job parameters, performance metrics, and quality outcomes for all staff;
- Oversee overall performance of agency staff, as well as external consultants/providers.

Financial Management

- Provide overall fiscal stewardship of BAI and develop resources sufficient to ensure its financial health;
- Oversee financial and administrative functions to ensure immediate and long-term fiscal integrity of the agency;
- Manage the organization's resources within budgeted guidelines and in accordance with applicable current laws and regulations;
- In collaboration with department heads, recommend yearly budget for Board approval;
- Maintain an innovative approach to management, exploring and implementing initiatives that facilitate financial success;
- Ensure maximum resource utilization and operation of the organization in a positive financial position.

Board Relations

- Serve on the Board of Directors as a nonvoting ad-hoc member of all board committees
- Work with the Board of Directors and various volunteer committees to ensure that the Institute's mission is clearly defined, articulated, and advanced;
- Report to, assist, and advise the Board and its committees on the establishment of the policies and objectives;
- Implement policies and procedures as the agent of the Board to fulfill regulatory requirements and legal statutes;
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for them to make critical decisions on behalf of the agency;



- Identify and assesses changes in policy, funding, and industry trends and keep the Board apprised of any anticipated impact on the Institute's operations.

While no single candidate is likely to have equal expertise in all of the above categories, successful candidates will have a compelling combination of strengths in many of them and the self-awareness and wisdom to leverage other resources in the area(s) where she/he/they lack personal mastery.

Applicant Requirements

The President and CEO of BAI should be a proven organizational leader who combines stature and presence with a heart for the mission of the Institute.

Candidates should be comfortable addressing a diverse group of internal and external stakeholders and other sources of financial and professional support for the agency. This new leader will be leading a team of dedicated staff members and should be an accomplished manager who enjoys developing organizations and has the ability to foster an environment of teamwork and collaboration.

The successful candidate will be an experienced manager of organizations – including human and financial resources – with a proven track record of success. She/He/They must be a self-directed, results-driven leader who can work successfully in diverse environments. This person will possess the ability to set and maintain strategic direction while also managing day-to-day operations.

The ideal candidate will have a background in public health and/or HIV prevention, care and treatment, and a demonstrated understanding of and commitment to health and equality for those living with or at risk for HIV/AIDS.

Successful candidates must possess familiarity with diverse Black communities and historical dynamics surrounding race and class in the U.S. as contributing factors to health and welfare disparities. The leader should have a collaborative, inclusive, and transparent leadership style and respectfully leverage the knowledge and experience of the current team. She/He/They must be a good listener, a team builder, and a supportive leader. Familiarity with the philanthropic community would be an asset. All candidates should have flexibility to accommodate early and evening weekday hours and significant travel. Additionally, candidates should have:

- Minimum of 12-15 years of nonprofit management experience; preferably including an executive leadership role in HIV/AIDS or a related public health field;
- Experience working effectively and collaboratively with a Board of Directors;
- Direct staff and financial management responsibility in an organization of similar size and complexity;
- Proven track record in nonprofit fundraising as demonstrated by growing an organization's philanthropic income and base of support;



- Solid, hands-on, budget management skills, budget preparation, analysis, decision-making, and reporting;
- Ability to assess existing talent and then enhance, align, and/or implement personnel changes as necessary to advance the mission-critical work of the agency;
- Comprehensive understanding of the changing implications of the Affordable Care Act and knowledge of Ryan White and related government funding;
- Strong organizational abilities including planning, delegating, program development, and task facilitation;
- Exceptional written and oral communications skills and ability to make impactful connections with a wide range of constituencies;
- Ability to convey a vision of the Black AIDS Institute strategic future to staff, steering committees, Board of Directors, and funders;
- Proficiency in interfacing with and engaging diverse groups at both the grass roots and grass tops levels;
- Sufficient executive presence to earn respect and credibility, combined with enough humility to learn and grow from the content/functional experts and long-term supporters in and around the organization.
- Master's degree required; graduate degree in related field preferred.

Competitive Employer

The Black AIDS Institute is an equal opportunity employer. We are committed to a diverse workplace inclusive of race, gender, sexual orientation, age, physical ability, and HIV status. All qualified applicants are urged to apply, without regard to race, sexual orientation, gender, age, physical ability, or HIV status. Salary is commensurate with experience and qualifications. NCSD offers an excellent benefits package including employer-paid medical, vision, and dental insurance, as well as college reimbursement and employer matched retirement plan."

Application Process

Qualified candidates should submit a letter of interest, resume or curriculum vitae, other supporting materials and salary history for past five years to the BAI Search Committee executivesearch@mortengroup.com.