

**Association of Nurses in AIDS Care
Encore Fellowship Job Description**

Interim Director of Operations

Reports to: President of the Board of Directors

Qualifications: Candidates must have a strong affinity for the mission of the Association of Nurses in AIDS Care (ANAC) and an ability to interface with ANAC members, corporate sponsors, partner organizations, and constituents in the HIV/AIDS, LGBTQ and healthcare communities. A bachelor's degree and demonstrated leadership and operations experience is required, an advanced degree preferred. In addition, experience in health services, non-profit governance, financial and programmatic management of grants, budget development, health policy advocacy, membership and fundraising, and communications is preferred. Experience with real estate, office location evaluations, managing virtual teams, and process improvement would be valuable.

Term: 1,000 hours over a 12-month period

Location: Akron, OH

Stipend: \$20,000/year

SUMMARY: ANAC seeks an interim Director of Operations to lead and assist the association following the departure of its Executive Director. The interim Director will provide leadership during the transition and search for a new Executive Director; will oversee staff and key consultant/vendor relationships; and will support the Board, association committees, and local chapters.

ANAC envisions engaging an experienced operations leader, former executive director or corporate executive to collaborate on a variety of key organizational initiatives including:

- seamless execution of major projects and the annual ANAC conference
- supporting the activities of the Chief Nursing Officer and Director of Development in establishing a business development framework, toolkit, and reporting system
- operationalizing changes to financial reporting and budgeting and providing ongoing reporting of association finances to the Treasurer and Board of Director's finance committee
- streamlining membership management and other business processes to maximize organizational efficiencies
- supporting the Board of Directors in evaluating options for office location and organizational structure as well as in governance activities as needed
- enhancing the use of collaborative technologies such as SharePoint for staff, board, and membership communications
- implementation of strategic initiatives per the ANAC Strategic Plan

In addition, the interim director will provide oversight and support for the ongoing operations of ANAC with duties including:

- oversee daily operations and activities of administrative and contract staff
- oversee ongoing HR functions including payroll, benefits, and insurance
- monitor services provided by ANAC to other organizations under agreements, service contracts, and grants
- review contracts and approve routine expenses
- oversee and manage vendor relationships
- implement communication plans related to transition activities as well as routine communications to membership and stakeholders as per the communications plan
- oversee membership services including membership renewal, committee and chapter support, and annual election of the Board of Directors

The interim Director interfaces with the transition management team comprised of the Chief Nursing Officer, Officers of the Board, and management consultants to establish priorities, review progress, and evaluate alternatives. The ideal candidate will be able to ensure operational excellence while also leveraging her/his experience to advance the strategy and mission of ANAC.

This position is located in Akron, OH. Minimal travel is anticipated.