



## **Chief Executive Officer**

Western North Carolina AIDS Project's (WNCAP's) mission is to provide equitable access to care and reduce harm from HIV, Hepatitis C, and drug use. WNCAP provides case management, prevention education, STD testing, harm reduction, and other support services to people living across 18 counties of western North Carolina. WNCAP employs approximately 40 people and has 2 locations.

The Chief Executive Officer (CEO) is the principal leadership position at WNCAP and reports to the Board of Directors. The CEO is responsible for overseeing WNCAP's administration, programming, development, finance, operations, and strategic plan in order to facilitate successful long-term operation in pursuit of WNCAP's mission, including ensuring that WNCAP makes consistent and timely progress achieving goals and objectives for maximum impact. The CEO provides leadership in developing programmatic, organizational, and financial plans, and works directly with the Board of Directors and leadership staff to implement new programs, policies, and initiatives to further WNCAP's mission. Additionally, the CEO is the public face of the organization and is responsible for representing WNCAP publicly at events, conferences, and partnership meetings, including presenting on WNCAP's mission and programs and overseeing all aspects of marketing and public relations.

### **Duties**

Job duties include, but are not limited to:

- Plan, actively manage, and oversee operations, grants, programs, and fundraising.
- Ensure WNCAP's financial sustainability.
- Supervise Chief Operating Officer, Case Management Coordinator, Pharmacy Services Coordinator, and Housing Coordinator.
- Oversee and report on WNCAP's results to the Board of Directors.
- Drive development and fundraising in collaboration with staff and the Board of Directors.
- Lead, manage, and guide WNCAP to attain continued growth, success, and optimal mission impact for programs and services.



- Collaborate with leadership team on long-term financial planning and help develop priorities to enhance WNCAP's financial health; routinely report performance and financial activities to the Board of Directors.
- Provide thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides WNCAP's mission.
- Foster a collaborative working environment, encourage professional development, and champion accountability amongst staff.
- Attend all meetings of the Board of Directors and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress.
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors and relevant staff.
- Communicate effectively with the Board of Directors by providing members with all information necessary to function properly and make informed decisions in a timely and accurate manner.
- Effectively represent WNCAP in the community and promote a positive organizational image.
- Establish, develop, and maintain community relationships with partner organizations.
- Organize, motivate, and mentor leadership staff, providing support and oversight with hiring, separation, staff development, performance management, and compensation and benefits.
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making.
- Continually foster a culture that encourages collaboration between departments and recognizes positive contributions.
- Contribute to the strategic plan and drive its implementation.
- Perform general management duties and fill in for COO and Director of Finance as needed to ensure WNCAP's successful operations.

## **Requirements**

Qualified candidates must have 3+ years of experience as a CEO, Executive Director, or other high level leadership position, a demonstrated and exceptional ability to handle all aspects of executive leadership in a nonprofit setting, and at least one of the following:



- Advanced degree, preferably in business administration and/or public health, with 2+ years of nonprofit leadership experience; or
- Bachelor's degree with 5+ years of nonprofit leadership experience; or
- Other equivalent combination of education and experience.

#### Additional Requirements:

- Awareness of challenges faced by people living with HIV, people living with Hepatitis C, and people who use drugs.
- Respect and empathy for diverse populations and marginalized communities.
- Comprehensive knowledge of requirements to maintain nonprofit status, including Federal and State compliance elements.
- Extensive knowledge of nonprofit administration and financial management.
- Proficiency with digital devices and software, including Microsoft Office (extensive Excel, Word and PowerPoint experience required), Google Drive, Gmail, and Adobe Acrobat.
- Ability to maintain accurate auditable electronic records.
- Ability to effectively use, track, and analyze data.
- Ability and willingness to work remotely as needed, requiring internet access at home.
- 3+ years of supervisory experience, including the ability to delegate, effectively supervise staff, and mediate employee disputes.
- Experience mentoring, motivating, developing, and retaining mission-driven teams.
- Resiliency and ability to cope with high-pressure, high-stress situations.
- Team player with ability to work independently.
- Precision and attention to detail.
- Ability to multitask and prioritize.
- Ability to maintain confidentiality and act with integrity when handling sensitive information.
- Understanding of HIPAA compliance, and the importance of client confidentiality.
- Willingness to learn and complete required trainings, including trainings to further develop management/leadership skills.
- Willingness to travel as needed for trainings, conferences, meetings, etc.
- Willingness and ability to lead by example.



- Experience promoting organizational growth and leading a similar size nonprofit and/or related entity, preferred.
- Experience collaborating with a board of directors, or other oversight body.
- Familiarity with diverse business functions such as finance, marketing, development, public relations, human resources, etc.
- Exceptional written, public speaking, and verbal communication skills; specifically, a persuasive and passionate communicator with the ability to communicate with stakeholders diplomatically and clearly about complex issues.
- Ability to read, write, and speak English fluently; bilingual ability is a plus.
- Valid driver's license, vehicle liability coverage, and use of reliable personal vehicle during scheduled work hours.
- In order to protect the wellbeing of our clients and staff, a pre-employment criminal background check is required. Criminal convictions do not necessarily preclude employment and will be considered on a case-by-case basis.

### **Physical Requirements**

- Must be willing and able to spend long periods of time in stationary position working at a computer.
- Must be able to lift at least 25 pounds.

### **Compensation and Benefits**

The Chief Executive Officer is a full-time exempt position based out of WNCAP's Asheville office, located at 554 Fairview Road, Asheville NC 28803. Salary will be established by the Board of Directors and will be commensurate with experience and demonstrated performance, from \$90,000.00 per year. Regular work hours are 9am-5pm Monday-Friday with 1 hour paid lunch, but candidate must have the ability and willingness to work outside of, and in addition to, regular work hours when needed. Dress code is business casual. WNCAP is a certified living wage agency.

Benefits include:

- Partial employer-sponsored health and dental insurance.
- Vision insurance.
- Employer-sponsored life insurance.



- 403(b) Retirement Savings Plan with Employer Contributions.
- Paid time off.
- Paid holidays.

WNCAP is an equal opportunity employer. We strive to foster a workplace that supports and amplifies a diverse array of voices and experiences. We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people living with HIV, and veterans to apply.

Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any status protected under local, state or federal laws.

### **To Apply**

To be considered for this position, please submit a resume and cover letter detailing your interest in WNCAP and this specific position, including “Chief Executive Officer” in the subject line, to: [employment@wncap.org](mailto:employment@wncap.org)

Please note that due to the high volume of applications, we cannot respond to all correspondence received.