



Position: Area Vice President – Greater Chicago
Reports to: President/Chief Executive Officer or Designee
Location: Chicago, IL

The American Lung Association of the Upper Midwest is a voluntary health organization serving a seven state area including Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota and Wisconsin. Our mission is to save lives by improving lung health and preventing lung disease. The American Lung Association has been fighting for the lung health of all Americans since 1904. Today, the Lung Association fights to reduce smoking, clean the air we breathe, and find cures for lung disease.

POSITION SUMMARY:

The Area Vice President is a full-time exempt position responsible for carrying out the mission of the organization in Greater Chicago, implementing programs approved by the American Lung Association of the Upper Midwest (ALAUM) Board of Directors, and securing funds through staff and volunteers to support programs and research. The Area Vice President serves as a member of the ALAUM Management Team. Work is carried out through verbal, written assignments, and goals compatible with the performance targets outlined in the written performance based management system.

ESSENTIAL FUNCTIONS:

1. Develop and maintain an effective Local Board to assist in carrying out the mission of the association and its fund raising efforts.
2. Develop and implement the fundraising efforts pursuant to the development goals for the ALASW including but not limited to: signature special events, individual special gifts, corporate giving, and grants.
3. Supervise area office staff and nurture effective relationships among employees and foster a spirit of camaraderie and mission.
4. Serve as the lead advocate for the ALAUM vision throughout the area.
5. Serve as an active member on the ALAUM Management Team.
6. Implement a comprehensive communications plan that includes both public relations and marketing elements designed to enhance the Association's ability to raise charitable gifts and to establish the Association as a vital charitable organization in the community.
7. Submit monthly progress reports including accomplishments, media coverage, fund raising progress, and specific needs to President and CEO or designee.
8. Implement portions of ALAUM performance based management system, strategic plan, legislative agenda and related documents which apply to regional area.

9. Identify and establish strategic and sustained relationships with key business leaders, donors, top government officials and community leaders.
10. Participate in training opportunities, including regional conferences, local continuing education courses, and other meetings, pending available funds.
11. Keep the President and CEO informed of problems, trends, implementation of the organization's mission.
12. Work closely with the President and CEO in developing the area annual income and expense budget. Monitor budget and exercise control over expenditure of funds.
13. Implement and oversee employee management through the ALA Performance Based Management System.
14. Participate as a staff representative on various Board Committee(s)

OTHER RESPONSIBILITIES:

1. Maintain summaries of area-Board meetings, documents, and files.
2. Review job description annually and report any problems to President and CEO.
3. Assume responsibility for region-wide programs/projects as assigned by the President and CEO.
4. Perform other job-related duties as assigned by the President and CEO.

QUALIFICATIONS:

1. Minimum of bachelor's degree from accredited four-year college or university or cogent equivalent. Master's degree preferred.
2. At least five years of successful fundraising experience.
3. At least three years strong supervisory and management experience, preferable in the non-profit sector.
4. Excellent verbal and written communication skills.
5. Excellent analytical and organizational skills.
6. Excellent people and leadership skills, with an ability to coach, motivate and develop staff.
7. Non-smoker, non-user of any tobacco products.

EOE/AA

To apply send cover letter and resume to:
Human Resources
American Lung Association of the Upper Midwest
3000 Kelly Lane, Springfield, IL 62711
hr@lungum.org
217-241-3573 – fax