



SAN FRANCISCO AIDS FOUNDATION Executive Director Gay Men's Health & Wellness TBD

ORGANIZATIONAL SUMMARY:

For more than thirty years, San Francisco AIDS Foundation (SFAF) has been at the forefront of the response to HIV/AIDS. No organization is better poised to re-imagine the nation's response to HIV/AIDS at this critical juncture. Located in the heart of the Castro neighborhood, the center will establish a new model for fighting HIV/AIDS—one built around health and wellness, not sickness and disease; one that combines community-based programming and outreach with an even more forward-thinking sexual health clinic. This initiative will once again transform and inform the nation's response to HIV/AIDS, and in doing so bring us to the day when new HIV infections in San Francisco are incredibly rare.

San Francisco AIDS Foundation, formed in 1982, is the largest AIDS Service Organization (ASO) providing services, education and local, state and national advocacy, located in San Francisco. By combining innovative, evidence-based programs for HIV prevention and care with bold policy initiatives focused on issues ranging from harm reduction to total health and wellness, the agency is making sustainable progress against HIV among populations most vulnerable to the disease in San Francisco. For more information about SFAF, please visit our website at www.sfaf.org.

POSITION SUMMARY:

While in the formative and build-out phases of development, SFAF seeks an accomplished and visionary executive leader to help develop and then lead its' new 10,000 square foot home for gay/bi men's health & wellness which will house a sexual health clinic, counseling center and a variety of HIV/AIDS/STI prevention, treatment and community programs in the same location for the first time.

The Executive Director will be responsible for all initiation activities for the opening and then operation of the new facility: leading program team directors for successful integration; client recruitment, service delivery, satisfaction and experience; budget formation and participation in the major fundraising campaign (we're engaging the community in an effort to secure as much as \$7.9 million in philanthropic support for the physical renovation as well as the programmatic enhancements) extensive external interfacing with the community (i.e. San Francisco, HIV/AIDS, LGBT, Scientific/Public Health); enhance and improve models for HIV/AIDS and STI prevention and treatment to further reduce the number of new HIV infections in San Francisco; and program measurement and impact evaluation.

The successful candidate will possess a strong knowledge of gay men's health issues, including HIV/AIDS and STI's, as well as be a thought leader in the field of gay men's health/HIV/AIDS. The successful candidate should be current on the state of HIV/AIDS in the United States, and preferably, in San Francisco.

The Executive Director will report to the CEO of SFAF and be a member of the SFAF Senior Leadership Team. For programmatic oversight, especially in the first year to ensure smooth transition and program integration, the position will have a strong collaborative relationship with the SFAF VP of Programs & Services.

This is a signature leadership opportunity and the first of its kind at this level of capacity and impact for reaching the day when HIV/AIDS is no more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to program knowledge and experience, the Executive Director will emerge as the face of the new center in the gay community of San Francisco and in the field of gay men's health, interfacing regularly with various stakeholders and constituencies to garner support and engagement with the new health & wellness center, and raise the profile of its work nationwide.

Supervisory Responsibilities: The Executive Director will direct and manage at least three program team leaders at the start, with the potential for additional direct reports as the programmatic focus of the work in the new space develops

Key Competencies: The successful candidate will have a track record of professional and community success as testament to the following competencies:

- **Communication:** Speaks clearly and effectively, is thoughtful, persuasive; writes clearly and informatively; varies communication style to meet need of audience; charismatic interpersonal skills.
- **Knowledge:** Possesses knowledge in the areas of HIV and AIDS prevention, treatment, research and advocacy with additional knowledge of public health and advocacy issues impacting gay/bi men. An understanding of and experience with community based-clinics is desirable.
- **Judgment:** Exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles
- **Adaptability:** Adapts to changes in work duties and organizational structure
- **Fundraising:** Understands process and content of securing financial support from a variety of sources, public, private, individual philanthropy.
- **Problem solving:** Identifies and resolves problems in a timely manner, works with others to solve complex problems
- **Customer service:** Ability to work comfortably with diverse populations, with sensitivity to issues concerning HIV and all disabilities. Responds efficiently and cordially to requests for service and assistance interdepartmentally
- **Professionalism:** Reacts well under pressure; treats others with respect and consideration; follows through on commitments
- **Dependability:** Completes tasks on time; takes responsibility for own actions; can be relied upon
- **Strategic Thinking:** Develops strategies to achieve organizational goals; identifies external and internal issues and opportunities; adapts strategy to changing conditions
- **Business Acumen:** Understands implications of decisions on other areas of the organization; displays orientation to non-profit environment; aligns work with strategic goals and understands budget preparation and monitoring.
- **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others
- **Innovation:** Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas
- **Professional Expectations:** Demonstrated ability to fulfill the Foundation's professional expectations of accountability, active collaboration, commitment, communication, diversity and professionalism.

EDUCATION AND/OR EXPERIENCE:

The ideal candidate will have a Bachelor's degree as a minimum, with an advanced degree in Public Health, Public Policy preferred. Any combination of experience and academic training or degree is open for consideration. At least 10 years in increasingly complex leadership positions and successful tenure in highly visible public leadership roles is preferred.

PHYSICAL DEMANDS:

Skill in operating standard office equipment. Ability to perform routine bending, stooping, twisting, and reaching. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

This position is primarily located at 470 Castro Street; San Francisco, however may require traveling to off-site meetings as required by the job. The position requires work during evenings, weekends and holidays.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

HIV AND AIDS AT THE FOUNDATION:

San Francisco AIDS Foundation recognizes the value of having significant representation of people living with HIV infection and AIDS in all departments and all at all levels of staff and management. The foundation provides an HMO plan with no pre-existing conditions clause for employees working 20 hours or more per week. All employees with disabilities, including people living with HIV infection, may request reasonable accommodation (as defined by the Americans with Disabilities Act and California Department of Fair Employment and Housing Act).

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The San Francisco AIDS Foundation is an Equal Opportunity employer. We actively seek applications from people living with HIV/AIDS, and other disabilities, women, gay men, lesbians, transgender, queer and people of color.

APPLICATION PROCESS:

This is a full-time, temporary position that will terminate at the end of the Campaign

To view this posting and apply for the position, please visit: <http://www.sfaf.org/about-us/careers/>

NO PHONE CALLS PLEASE