



Recruitment Profile
Chief Executive Officer

TPAN

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THE CLIENT

Founded in Chicago in 1987, Test Positive Aware Network (TPAN) is Chicago's largest and oldest peer-led support and information organization for people impacted by HIV and is the publisher of *Positively Aware*, the nation's most widely read HIV news journal. Supported by advertising revenue, the journal has nearly one million readers nationally, including incarcerated populations. TPAN has a budget of approximately \$3.7 million and 30 employees, supported by nearly 100 dedicated volunteers.

TPAN's services are available to all populations impacted by HIV/AIDS in the greater Chicago Metropolitan Area. Each year, TPAN works with thousands of individuals who have been disproportionately impacted by HIV and poverty in the city. TPAN meets the individualized needs of the community through a spectrum of interrelated programming that includes: Prevention Outreach; Intake/Assessment; Information and Referral Services; HIV Testing/Counseling; Needle Exchange; Hepatitis/STI Screening; Medical and Supportive Case Management; Treatment Education; One-to-One and Group-Level Psychosocial Support; Substance Abuse; Mental Health Services; and Visual Arts Programming.

All TPAN programming is governed by and delivered in accordance with a peer-led, self-empowerment philosophy that promotes respectful collaboration with the diversity of the community. TPAN is one of the few HIV/AIDS services agencies in Chicago and in the nation to offer comprehensive, peer-led treatment education. One of the organization's most important core values is affirming sexuality as an integral part of being human and providing support, knowledge, and services that enable everyone to enjoy a full, responsible sex life without stigma or judgment;

TPAN aims to stop the spread of HIV infection and to keep those already impacted connected/attached to care. To that end, TPAN focuses on:

- Providing a supportive environment that empowers everyone living with or at risk for HIV/AIDS to live open, healthy, and productive lives.
- Decreasing barriers to HIV primary medical care and improving health outcomes.
- Helping HIV positive individuals to navigate the complexities of multidisciplinary treatment.
- Assisting individuals to make better use of available resources.
- Developing effective communication with providers.
- Improving HIV primary medical care engagement and retention.
- Helping individuals who have fallen out of care to return to care.

In 2007 TPAN received its first direct federal funding from the Substance Abuse and Mental Health Services Administration (SAMHSA) through a 5-year, \$1.5 million capacity-building grant. In addition to creating the opportunity to bring new programs to TPAN through this grant, the rigors of compliance with federal funding have reshaped

the managerial and fiscal infrastructure of the organization that now makes TPAN a more viable, efficient, and effective organization enhancing its competitive advantage in seeking future funding.

Funding for TPAN programs includes corporate grants, governmental grants, individual subscriptions, donations and bequests and proceeds of annual fund-raising events. TPAN produces three signature fundraising events annually, *Chicago Takes Off*, *Barlesque*, and the Ride for AIDS Chicago. Revenue from these events has increased more than three-fold in the last five years. These events, along with revenue from *Positively Aware*, provide the organization with a solid foundation of nearly 50% of its budget in unrestricted income.

TPAN is a membership organization governed by an elected volunteer board of directors. The 15 member board includes professionals, community members, and individuals living with HIV. The board and the staff seek to reflect the diversity of people impacted by HIV.

CURRENT SITUATION

The CEO position is vacant due to the departure of the previous CEO in 2013. TPAN is being managed by an interim CEO and the senior management team until a CEO is named.

Reporting Relationship and Responsibilities:

The CEO reports to TPAN's Board of Directors. S/he has management responsibility for the \$3.7 million annual budget and a staff of 30 with two senior managers directly reporting to the CEO: the Program Director and the Publisher of *Positively Aware*. The CEO manages the three person accounting staff. In the absence of a Development Director, the CEO also presently manages the development staff including 2 Events Managers and two Grants Managers.

Key responsibilities include:

Governance and Compliance

The CEO communicates regularly with and implements all policies of the Board. S/he informs the board of directors of TPAN's operations and identifies the needs of HIV-impacted persons so that the board of directors has adequate information for carrying out its policy-making responsibilities. S/he assists the Board with strategic planning and the recruitment, development and training of Board members. S/he maintains official records and documents and is solely responsible for compliance with federal, state, and local regulations, non-profit governance, and agency and foundation contract compliance.

Financial Management

The CEO is responsible for all financial management and budgeting, including monthly and year-end reports to the Board, and planning a projected annual budget for revenue and expenses. S/he ensures development and maintenance of sound financial practices.

Daily Operations

The CEO ensures that daily operations meet objectives set by Board. S/he establishes policies and procedures to effectively manage the organization and supervises staff to meet the organizations goals and objectives.

Advocacy, Coalition-Building, Community Networking, Public Education

The CEO implements TPAN's goals through development of and participation in community coalitions, committees and workgroups; public education activities; leadership on issues of importance to TPAN; S/he maintains positive contacts with local policy makers; and makes recommendations to the Board on policy positions and actions. S/he keeps abreast of significant developments and trends in the field.

Communications, Marketing and Public Relations

With the Board, the CEO plans and implements all public communications and PR activities, interpreting TPAN's mission to the public through direct involvement and through public relations programs, including personal contact and the media.

Personnel Management

Within personnel policies and procedures approved by the Board, the CEO recruits, hires, trains, evaluates, and supervises all personnel. S/he defines job descriptions and sets staff salaries.

Program Planning/ Implementation

With the Program Director, the CEO develops, implements and oversees the programs and policies within the agency's mission which respond to community needs. The CEO supports the professional and journalistic integrity of TPAN's publications.

The CEO serves as non-voting member of Board of Directors.

PROFESSIONAL QUALIFICATIONS

Our client is seeking an experienced not-for-profit CEO who has been accountable for a budget of \$2 million or more and who has demonstrated experience in delegating responsibility within multiple levels of staff organization. The ideal candidate will have a

substantial knowledge of a broad range of HIV treatment and policy issues. The successful candidate:

- Will have a minimum of five years of experience in senior management roles (CEO/ED preferred) in the human services field in the non-profit sector or relevant experience.
- Will have a bachelor's degree in social sciences, behavioral sciences, community development, urban studies, political science or a related field.
- Be a strong fundraiser with an ability to reach broad audiences locally and nationally, with a successful track record of development in both the private (foundations, major donors, etc.) and public sectors.
- Will work with development staff and fundraising committee to ensure all annual development goals are met or exceeded.
- Will have the ability to cultivate, solicit, and steward major gifts in excess of \$25,000.
- Will demonstrate a record of sound financial management and ability to manage to and meet budgets.
- Will have the ability to create a strong management team and supportive culture with a positive history of staff management and development. S/he should have experience with organizational change.
- Will be a strong public advocate and speaker. The candidate must be articulate in written and verbal discourse with individuals and larger audiences.
- Will be well-informed about and able to address a variety of public audiences and the media on the issues critical to the present and future growth of the HIV services field, including but not limited to: government policy on health care; all major concerns and debates in the health treatment and academic arenas; all major concerns and debates in the health care provider field; health care reform, particularly as it impacts health of those with or at risk of HIV; the future of community-based health care systems; and federal, state, and local funding for health care systems.
- Must have a history of positive interaction with community-based programs, agency personnel, elected representatives (federal, state, and local), community action networks, and public and private sector funding resources.
- Will have a history of positive Board of Directors relationships and knowledge of non-profit governance.

PERSONAL CHARACTERISTICS

The successful candidate will be a strong manager dedicated to the empowered-employee model of the organization and to the staff generated values. S/he must have a personal commitment to TPAN's mission statement and a dedication to serving and advocating for a diverse range of people. This individual should be an effective coalition builder and communicator.

The CEO must have well-developed interpersonal skills and flexibility in managing growth. A willingness to travel and to represent TPAN in appropriate public forums, panels and affinity groups is important.

COMPENSATION

Our client is offering a highly competitive salary and a benefits package that includes fully paid health insurance, an optional dental and vision plan, long-term disability, life insurance and a matching 401K retirement plan.

OPPORTUNITY

The Centers for Disease Control estimates that 1.2 million people in the United States (U.S.) are living with HIV infection. One in five (20%) of those people are unaware of their infection. New infections continue at far too high of a level, with approximately 50,000 Americans becoming infected with HIV each year. By race, African Americans/Blacks face the most severe burden of HIV. The Affordable Care Act provides opportunities to reach more people impacted by HIV than ever before. TPAN is actively seeking alliances with medical service providers and other service organizations. Increases in responsibility and compensation are directly tied to the CEO's ability to manage this growth and sustain funding for the organization and its programs.

CONTACT

Please submit a brief cover letter and résumé as attachments via e-mail to:

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All inquiries or referrals will be held in strict confidence.

Please note that your education, dates of employment, compensation and other information provided will be verified prior to employment.

WBB+McCormack works only with equal opportunity employers. People of color, people with disabilities and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.