



PRESIDENT/CEO JOB ANNOUNCEMENT

Job Title:	President/CEO	Reports to:	Board of Directors
Job Location:	New York City	FLSA Status:	Exempt

United Spinal Association is the largest non-profit organization dedicated to enhancing the quality of life of all people living with spinal cord injuries and disorders (SCI/D), including veterans, and providing support and information to loved ones, care providers and professionals. United Spinal has over 70 years of experience educating and empowering individuals with SCI/D to achieve and maintain the highest levels of independence, health and personal fulfillment. This year, United Spinal has touched over 1.8 million lives impacted by disability, with access to over 100,000 wheelchair users, 50+ chapters, 180+ support groups, and 100+ rehabs and hospital partners nationwide.

PURPOSE

The President/CEO serves as chief executive of United Spinal Association and, in partnership with the Board of Directors is responsible for the success of the organization. Together, the Board and the President/CEO assure United Spinal Association's relevance to the community, the accomplishment of its mission and vision, and the accountability to its diverse constituents.

The Board delegates responsibility for management and day-to-day operations to the President/CEO, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board.

The President/CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The President/CEO is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact. The President/CEO is the steward of brand and understands his/her role in growing and protecting the reputation of United Spinal Association. S/he is responsible for building trust in United Spinal Association and its relevance in the community. S/he values network and strives to leverage United Spinal Association's breadth of community presence, relationships, and strategy.

QUALIFICATIONS

Substantial experience working in the nonprofit sector or extensive senior strategic leadership experience in the management of organizations of comparable size and mission.

- Expertise on issues relevant to the organization such as advocacy, disability rights, fundraising, etc.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration with the community at large.
- Experience in or across multiple sectors, including nonprofit, public and corporate environments.
- Significant board development, fundraising, marketing/branding and fiscal management experience a must.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills which support and enable sound decision making.

- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Strong leadership to lead the United Spinal staff.
- Strategic vision. The ability to create a vision for where United Spinal can go to grow and meet changing needs.
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.
- Experience in developing partnerships, building teams and conflict management.
- Experience in building revenue and increasing philanthropic support.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.

S/he has unquestioned integrity; a long-term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; excellent verbal and written communication skills; a high energy level and sense of humor.

EDUCATION

Undergraduate degree required. Training, experience or advanced degree preferred in business, public administration, or nonprofit management. Experience for 7-10 years in a Senior Strategic Leadership required, may substitute for an advanced degree.

DUTIES & RESPONSIBILITIES

Specific duties include, but are not limited to:

Community Impact

- The President/CEO is responsible for the overall impact of this United Spinal Association on the community, with particular emphasis on increasing its capacity to drive the impact agenda.
- The President/CEO works closely with the Board to craft and adapt the strategy to achieve this increased impact, including raising the funds to support it.
- S/he will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and non-profit sectors.

Development

- Ensure that the flow of funds permits United Spinal Association to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
- Oversee the formulation and execution of comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.

Strategic Management

- The President/CEO serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation.



United Spinal Association

- S/he partners with the Board of Directors and the Senior Leadership team to craft organizational goals and develops strategies to ensure that they are achieved.
- S/he ensures coordination and alignment of all United Spinal Association activities through provision of strategic direction in the areas of community impact, resource development, and staff alignment.

Organization Management

- The President/CEO is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results.
- S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors.
- The President/CEO assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises Senior Leadership positions and establishes individual goals; works with the Chief Financial Officer to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that goals of inclusiveness and diversity among staff and volunteers are met.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.
- The President/CEO must be flexible and capable to travel across the country representing United Spinal Association.

This Job Description identifies the major responsibilities of this position. It does not include all aspects of this position such as potential additional duties assigned by supervisors and the requirements for flexibility in helping others for United Spinal Association's overall benefit. It may be subject to modification to reflect changes in requirements or functions of the position.

SUBMIT YOUR RESUME AND COVER LETTER BY EMAIL TO

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