

THE BREATHING ASSOCIATION

Position Title: President & Chief Executive Officer
Reports to: Board Chair (on behalf of the Board of Trustees)

Organization Overview

For more than a century, The Breathing Association (the “Association”) has met the lung health needs of central Ohioans. As lung health issues are identified the Association creates and delivers programs to support the community and its most vulnerable and otherwise unserved or underserved members. Communicable respiratory diseases that impact the entire population, such as the tuberculosis epidemic that led to our founding and the SARS and COVID epidemics more recently, are of utmost priority. Our Lung Health programs include the lung health clinic and mobile medical unit, and our outreach and tobacco cessation programs. In addition, the Association connects medically vulnerable, energy insecure residents with resources to help them remain warm in the winter and cool in the summer. Our vision, *Better Breathing for Better Lives*, makes it possible for central Ohioans to breathe easier.

Overview of Responsibilities and Essential Job Functions

The Association seeks a dynamic and experienced President/CEO who will serve as the visionary of the organization, leveraging the power of relationships and networks, while working across private and public sectors within the Greater Columbus community. The President/CEO is the steward of the brand, and is responsible for developing and implementing strategies to maintain the financial stability of the brand. Understanding that the Association serves a large number of underserved and hard-to-reach clients, the President/CEO works to effectively build and sustain relationships with diverse staff and constituencies. Through an experienced team, the President/CEO provides leadership in the development of innovative programs to support the mission. The role also supports the health of the organization through operational and financial oversight and executing on the policies authorized by the Board. The recruitment and retention of the highest quality staff, and management of staff functions, is a critical responsibility.

Resource Development

The President/CEO is charged to drive key results in connection with fundraising. In the private funding arena, the President/CEO is expected to identify, cultivate, and solicit existing and prospective donors and key leaders of existing and prospective new corporate partners; to leverage personal and professional contacts and relationships into fundraising opportunities; and to promote a culture of fundraising in the organization, both at the staff and board level. In the public funding arena, the President/CEO is expected to identify, cultivate, and solicit possible government (federal, state, and local) funders that would be interested in supporting or expanding the Association’s programs; maintain positive relationships with current government funders, including meeting all reporting or other compliance obligations; oversee the grant-writing process; and leverage existing professional contacts and relationships into new funding opportunities.

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. The President/CEO partners with the Board of Directors and the Senior Leadership team to craft organizational goals and develop strategies to ensure that they are achieved. The President/CEO also ensures coordination and alignment of all Association activities to strategic direction in the areas of community impact, resource development, and staff performance.

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. The President/CEO 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 in service to clients and among staff and volunteers are met.

Essential Position Requirements

- Champions the agency's compliance with the Association's Mission, Strategic Plan, Goals, and Code of Regulations as well as the Ohio Association of Non-profit Association's Standards of Excellence.
- Advises and recommends to the Board of Trustees, Executive Committee, and other committees regarding operations and organizational structure.
- In partnership with the Board of Trustees, staffs all Board Committees.
- Represents the Association, its mission and issues, within the community, interfaces with board members and other volunteers, other agencies, government entities, and the business community on behalf of the Association.
- Drives development and implementation of all program services offered by the Association, serving as a visionary for innovative programs.
- Secures funds, both public and private, for operating the Association on an on-going basis; approve and oversee fundraising activities making sure the activities are within the Association's mission and meet contractual policies of funding organizations and all applicable legal or ethical restrictions.
- Administers and exercises general supervision over all affairs of the Association.
- Serves as an ex-officio member of committees of the Association.
- Hires, evaluates, and discharges leadership positions created by the Board of Trustees.
- Directs and evaluates the work of direct reports and determines compensation within salary ranges and budgets determined by the Board.
- Enforces, and sets a positive example for others in complying with, the employment policies of the Association, consistent with its Employee Handbook and other policies.

Qualifications

- Master's Degree (or higher) in Business, Education, Nursing, or related field
- Previous experience with a not-for-profit health-related agency, preferred
- Demonstrated senior strategic leadership within a changing environment
- Transparent and high integrity leadership
- Experience and skill in working with a Board of Directors
- Minimum 10-year experience in administration and fiscal management
- A track record of building credibility within the funding community that has resulted in major gifts or grants, both from public and profit sources, for a nonprofit

To be considered for this position please send a resume with cover letter and salary requirements to Careers@breathingassociation.org no later than January 15, 2021.

The Association is an equal employment opportunity employer. Employment decisions are based on merit, qualifications, and competence, and employment decisions are made in accordance with applicable state and federal laws and without regard to the race, color, age, sex, sexual orientation, gender identity, religion, national origin, disability, or military or veteran status of any employee or applicant. This policy governs all areas of employment, including hiring, promotion, assignment, and corrective action.

Qualified individuals with a known disability will be granted reasonable accommodations required by law that do not impose an undue hardship upon the Association or pose a direct threat to the health or safety of the individual or others. Any employee who requires an accommodation in order to perform the essential functions of his or her job should contact the Manager to request such an accommodation. Any applicant for any position who requires such an accommodation during employment, or in connection with any part of the application process, should likewise advise the hiring Manager.