

Executive Director, Mid-West Tennessee

This Executive Director position is based in Jackson, TN.

Joining The American Red Cross is like nothing else – it's as much something you feel as something you do. You become a vital part of the world's largest humanitarian network. Joining a team of welcoming individuals who are exceptional, yet unassuming. Diverse, yet uncompromising in unity. You grow your career within a movement that matters, where success is measured in people helped, communities made whole, and individuals equipped to never stop changing lives and situations for the better.

When you choose to be a force for good, you'll have mentors who empower your growth along a purposeful career path. You align your life's work with an ongoing mission that's bigger than all of us. As you care for others, you're cared for with competitive compensation and benefits. You join a community that respects who you are away from work as much as what you do while at work.

Where Your Career is a Force for Good!

We are currently seeking a professional, innovative and enthusiastic Executive Director for our Mid-West Tennessee Chapter, based in Jackson, Tennessee.

WHAT YOU NEED TO KNOW:

This position involves very little operational responsibility. It is an external-facing, community relations position. It is a huge plus if the successful candidate has established connections within the community.

This position is responsible for supporting region-led mission capacity building, informing the regional leadership team of community needs and perceptions, and strengthening relationships across all elements of the community by communicating the American Red Cross programs, capabilities and opportunities for community involvement.

Reporting to the Regional Chief Executive Officer, the position serves as the primary liaison to the community supported by Community Volunteer Leaders and the Chapter

Board. This position works alongside the volunteers and employees assigned to deliver mission fulfillment in the Region and Chapter and is a member of the Region Leadership Team.

This is accomplished through the following key areas of responsibility:

1. Serves as the Face of the Red Cross to maximize Red Cross presence and connectivity in the community and expand the community's recognition of the breadth of the Red Cross contribution to the community.
2. Develops sustained community relationships to ensure capacity to achieve region mission goals.
3. Develops and manages the chapter board to effectively mobilize support and resources around the Red Cross mission.
4. Develops and manages community volunteer leaders to: serve as the Face of the Red Cross in assigned territories; to support mission capacity building by developing key community partnerships; and to recruit volunteers.
5. Influences to create an environment of teamwork and inclusion to effectively deliver against the Red Cross mission. Serves, when assigned, as a member of the Elected Officials Liaison Network supporting disaster responses across the nation.

WHERE YOUR CAREER IS A FORCE FOR GOOD:

Serves as the Face of the Red Cross to maximize Red Cross presence and connectivity in the community and expand the community's awareness of the breadth of the Red Cross contribution to the community.

1. Manages a portfolio of strategic relationships with local elected officials and key community leaders and stakeholders with specific outcomes defined jointly by the Regional Executive and the Executive Director. This includes local elected government officials, legislators, and those with potential to collaborate with the Red Cross on volunteer recruitment and engagement, the disaster cycle (prepare, respond, recovery), Service to the Armed Forces, Training Services, and/or Biomedical Services as determined by the region. Conveys information and fosters increased awareness across the community of the full extent of Red Cross service delivery in a manner as to deepen the connectivity and commitment to the Red Cross as a primary partner, meriting community support.

2. Develops sustained community relationships to ensure capacity to achieve region mission goals.

2a. Revenue: ED to lead the chapter in supporting achievement of region revenue target, including support of Sound the Alarm events/STA fundraising target achievement (as applicable) and board member external solicitation goals; and meets assigned individual fundraising target by cultivating strong United Way relationships (as applicable), meeting annual chapter board member giving campaign, and maintaining a small number of key donor accounts as defined by the Regional Executive.

2.b. Mission Capacity Building : Supports achievement of the region volunteer engagement goals, blood collection goals, and community engagement mission goals by identifying and stewarding specific strategic relationships in the community and serving as a connector for internal stakeholders for these activities. Leverages the board mission capacity committee, biomed committee, diversity committee, and community volunteer leaders to meet established goals.

3. Develops and manages the chapter board to effectively mobilize support and resources around the Red Cross mission. The chapter board must meet all published board guidance for board membership, committees, and member engagement in the mission (has all required committees; board engagement plan completed for all board members using template provided; board members understand board member giving expectations and personally meet board member give and solicitation expectations).

4. Develops, leads, and manages community volunteer leaders who are responsible for serving as the Face of the Red Cross in assigned territories; supporting mission capacity building by developing key community partnerships.

5. Influences to create an environment of teamwork and inclusion to effectively deliver against the Red Cross mission by ensuring that information flow is facilitated. The Executive Director informs the regional team, as well as volunteers and staff assigned to the chapter area, of community needs and communicates the American Red Cross programs and capacity needs to the community.

6. Serves as a member of the Elected Officials Liaison Network supporting disaster responses in the chapter area, regional area and nationally. May be asked to deploy to disasters outside the chapter jurisdiction for up to 2 weeks.

This role is not eligible for relocation assistance.

The salary range for this position is low 70'sK +incentive.

Note that American Red Cross salaries are aligned to the specific geographic location in which the work is primarily performed. Other factors that may be used to determine your actual salary may include your specific skills, how many years of experience you have and comparison to other employees already in this role.

WHAT YOU NEED TO SUCCEED:

Education: Four-year college degree (BS/BA) in Business, Communications, Marketing, Public Relations, Finance or non-profit administration or equivalent experience required. Prefer Master's degree in the field of community organization, public or business administration or non-profit management.

Experience: Minimum of 5 years related experience. Demonstrated ability to exercise good and timely judgment in complex situations. Demonstrated ability for strong communications and influencing skills along with public speaking and writing. Demonstrated ability to develop and implement fundraising strategies. Demonstrated ability to build sustain community relationships/partnerships Proven experience in influencing others and building relationships.

Management Experience: N/A

Other: Proficient with MS Office software, including Word, Excel, PowerPoint and Outlook. Familiarity with federal state and local employment laws.

Skills & Abilities: Ability to work on a team.

Travel: Travel within communities served and region, occasionally division. May travel and participate in meetings and conferences throughout chapter jurisdiction, state and Red Cross system. May include sitting for long periods of time, driving a vehicle and working

under challenging conditions. A current valid driver's license and good driving record is required.

*Combination of candidate's education and general experience satisfies requirements so long as the total years equate to description's minimum education and general experience years combined (Management experience cannot be substituted).

Physical Requirements: 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. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. The work environment will consist of moderate noise (i.e., business office with computers, phones and printers, light traffic). The employee must have the ability to work in a small cubicle and have the ability to sit at a computer terminal for an extended period of time.

BENEFITS FOR YOU:

As a mission-based organization, we believe our team needs great support to do great work. Our comprehensive package includes:

- Medical, Dental Vision plans
- Health Spending Accounts & Flexible Spending Accounts
- PTO: Starting 15 days a year; based on type of job and tenure
- Holidays: 11 paid holidays comprised of six core holidays and five floating holidays
- 401K with 6% match
- Paid Family Leave
- Employee Assistance
- Disability and Insurance: Short + Long Term
- Service Awards and recognition

APPLY NOW:

https://americanredcross.wd1.myworkdayjobs.com/American_Red_Cross_Careers/job/Jackson-TN/Executive-Director---Jackson--TN_RC83885

DISCLAIMER: *The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.*