

POSITION ANNOUNCEMENT

Posting Date: 02/22/2010

The Alzheimer's Association is the national voluntary health organization dedicated to assisting people with dementia and their families, raising public awareness, research, and public advocacy.

**Position Title: Regional Director
Greater East Los Angeles Office**

The Director manages the identification of dementia-related needs in the service area, leverages collaborative efforts and partnerships to develop and support education, training, and outreach, and establishes long-term relationships with individuals and agencies responsible for providing dementia-related services in the region.

Essential Job Functions:

- ◆ Perform program planning, needs assessment, implementation and evaluation within targeted region
- ◆ Manage daily operations of the office including supervision of clinical and administrative staff
- ◆ Prepare and manage budgets of \$1,000-150,000
- ◆ Build and maintain community network in the region
- ◆ Identify potential funding sources in the form of grants, donors, and event sponsors to support the regional office
- ◆ Write grants and oversee contracts
- ◆ Represent the Alzheimer's Association to appropriate outside agencies, organizations, donors and public officials
- ◆ Direct and support community education and outreach and health promotional activities for the regional office
- ◆ Staff volunteer committees and work groups
- ◆ Identify community leaders to serve on regional Advisory Council
- ◆ Attend committee and department meetings at the Wilshire Blvd. office, regional office, and in the community.
- ◆ Recruit and hire staff

Qualifications and Experience Required:

- ◆ Master's degree in Social Work, Gerontology, Psychology, or a health care related field
- ◆ Minimum of five years professional experience with dementia or related field
- ◆ Minimum of five years experience as a manager or senior supervisor
- ◆ Proven track record demonstrating successful human resource and fiscal management
- ◆ Experience working with diverse populations
- ◆ Knowledge of Microsoft Office applications
- ◆ Bilingual/bicultural/bi-literate Spanish-English
- ◆ California driver license, proof of automobile insurance, reliable transportation

Start Date: Position open until filled
Send resume to: Alzheimer's Association
Attn: Human Resources Dept., RD/GELA
5900 Wilshire Blvd., Suite 1100
Los Angeles, CA 90036
Email: alzljjob@sbcglobal.net (Word attachments only)
NO TELEPHONE INQUIRIES