



OPPORTUNITY PROFILE
CHIEF EXECUTIVE OFFICER

TPAN
5537 NORTH BROADWAY AVENUE
CHICAGO, ILLINOIS 60640

PREPARED BY



ABOUT THE ORGANIZATION

Established in 1987 as the Test Positive Aware Network, TPAN's mission is, "Saving lives and empowering people affected by HIV/AIDS and related challenges." Armed with the vision of providing lifesaving care and far-reaching education to people affected by HIV that improves quality of life, TPAN is committed to its grassroots foundation as a highly mobilized, peer-led and community-based organization that maintains its key value of self-empowerment.

Initially founded as a grassroots resource for those struggling with an HIV diagnosis, TPAN's work has expanded to meet clients' needs, whatever they may be, and provides information and access to care with efficacious attention and a non-judgmental philosophy.

While HIV is a common concern for the organization's clients, it is not the only issue addressed, as almost 30% of those who visit TPAN are homeless, and many are coping with mental health or substance use issues. TPAN's free services address co-occurring conditions faced by people living with HIV and vulnerable individuals, including but not limited to HIV stigma, mental illness, substance abuse, homelessness, unemployment, extreme poverty and inadequate access to healthcare.

TPAN's staff are trained to work with clients using a holistic approach, which allows medical, social, emotional, and psychological problems to be addressed simultaneously. This client-centered approach addresses various clinical complexities and treats the whole person, not simply parts of the person or their individual illnesses or problems.

ABOUT THE OPPORTUNITY

TPAN is seeking a new CEO that will serve as the leader and public face of the organization. The successful candidate will be engaging, personable and possess strong leadership skills with an ability to lead a highly-skilled and knowledgeable team. The CEO will report directly to the Board of Directors and work in concert with the senior leadership team. The CEO will be expected to develop a strategic vision for the future of TPAN and demonstrate innovative thinking and judicious use of resources. This person will also foster and develop strong relationships with clients, government agencies, philanthropic enterprises and community partners. Therefore, candidates with a strong connection to the community that TPAN serves and the Chicagoland area are especially encouraged to apply.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS

Management and Administration

- Provide visionary and client-centered approach to leadership of the organization with a commitment to client satisfaction.
- Provide general oversight of all TPAN activities, manage the senior leadership team responsible for the day-to-day operations, and assure a smoothly functioning, efficacious organization; this includes Positively Aware (PA), the organization's magazine dedicated to news on HIV treatment and advocacy.
- Assure a high level of service quality and organizational stability through continued implementation of standards and controls, systems and procedures, and regular evaluation.
- Oversee and implement appropriate resources to ensure that TPAN operations are successful.
- Manage all personnel activities, including hiring and retention of competent and qualified senior staff, supervision and oversight, and evaluation of job performance.
- Oversee the revision of organizational structure and job descriptions as needed and within budget parameters.
- Establish and evaluate performance objectives for the Leadership Team (direct reports) and encourage continuous training and development among all staff.
- Set specific job parameters, performance metrics, and quality outcomes for all staff. Oversee overall performance of agency staff, as well as external consultants/providers.

Board Relations

- Provide Board of Directors with regular, accurate reports and other information necessary to guide TPAN and evaluate its performance.
- Work with the Board of Directors and various volunteer committees to ensure that TPAN's mission is clearly defined, articulated, and advanced.
- Report to, assist, and advise the Board and its committees on the establishment of policies and objectives.
- Implement policies and procedures as the agent of the Board to fulfill regulatory requirements and legal statutes.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for them to make critical decisions on behalf of the agency.

Board Relations (cont.)

- Identify and assess changes in policy, funding, and industry trends and keep the Board apprised of any anticipated impact on the organization's operations.

External Relations

- Exhibit a high level of comfortability in interacting with the public and representing TPAN among stakeholders and others.
- Build upon and foster strong relationships with clients, government agencies, philanthropic enterprises and community partners.
- Utilize a strong and welcoming presence with an engaging personality that encourages consensus building and cooperation among staff and community.
- Act as a public advocate for the organization and its programs in the communities it serves.
- Oversee the development and distribute policy and position statements on behalf of TPAN and its partners on issues, events, or actions that impact their work at various levels.
- Seek out public speaking opportunities, including media opportunities, to showcase the organization and attract new members and supporters.

Mission, Vision, and Planning

- With the Board of Directors and appropriate internal/external partners, lead strategic planning efforts to ensure that TPAN can successfully advance its work and mission.
- Possess ability to assess TPAN's current position and to articulate a compelling vision to secure the organization's future ability to serve its clients.

Financial Management

- Maintain budgetary oversight, responsibility for P&L (profit/loss).
- Oversee financial and administrative functions to ensure immediate and long-term fiscal integrity of the agency.
- Manage the organization's resources within budgeted guidelines and in accordance with applicable current laws and regulations.

Financial Management (cont.)

- Lead efforts to secure the financial resources necessary to support TPAN's programs and mission.
- Guide the expansion and diversification of the agency's base of financial support. Maintain an innovative approach to management, exploring and implementing initiatives that facilitate financial success.

Fundraising

- Identify new opportunities and advance current development programs to ensure success in individual, corporate, foundation, in-kind, and special event fundraising. Demonstrate success in planning and grant writing opportunities.
- Work to assure an effective fund development program by serving as the key TPAN ambassador.
- Maintain positive, personal relationships with key individual and institutional funders.

ESSENTIAL QUALIFICATIONS

The successful candidate will possess the following essential qualifications:

- At least 5-7 years' experience in executive leadership roles.
- Demonstrated history of innovative program development and achievement of fiscal growth in prior positions.
- A firm grasp of the challenges facing TPAN's clients and its associated social, political, and financial ramifications. Intimate knowledge and relevant experience with issues surrounding HIV, substance abuse, mental health, and/or disparities/access to healthcare is preferred, along with the ability to use this information as a means to strategically plan for the future. Proven fundraising success, along with knowledge of fundraising best practices and tools. Demonstrated experience working with various stakeholders including Boards, volunteers and business and civic leaders in a collaborative manner.
- Ability to embrace collaboration and teamwork with a strong focus on measurable results and forward thinking.
- Possess a bachelor's degree in psychology, sociology, business, non-profit management, or related field required; advanced degree is preferred (MSW, MBA, PhD, etc.).

COMPENSATION AND BENEFITS

Salary range is \$130,000 - \$160,000 annually. Additionally, TPAN offers a competitive benefits package with comprehensive medical, vision, dental, 401K and PTO.

HOW TO APPLY

TPAN has retained Morten Group, LLC to conduct this search. **Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line "TPAN – Chief Executive Officer Search."** Cover letters will be evaluated as a writing sample and should include the applicant's salary requirements. Application materials must be directed to the email address above. No phone calls, please. Applications will be accepted until the position is filled.

For best consideration, please apply by Tuesday, May 18.

TPAN is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors.