



POSITION ANNOUNCEMENT

POSITION TITLE: Director of the AIDS Funding Collaborative and Fellow of The Center for Community Solutions
SUPERVISES: Not Applicable
REPORTS TO: Director of Family Health

POSITION SUMMARY: The AIDS Funding Collaborative (AFC) strengthens the community's response to HIV/AIDS as a public/private funding partnership providing coordination, leadership and funding in Greater Cleveland. The current funding partners of the AFC are: Alcohol, Drug Addiction, and Mental Health Services Board of Cuyahoga County; City of Cleveland; The Cleveland Foundation; Cuyahoga County; The George Gund Foundation; Mt. Sinai Health Care Foundation; Saint Luke's Foundation of Cleveland, and United Way of Greater Cleveland. The AFC is managed by The Center for Community Solutions' (CCS) Family Health Team so this person will be an employee of CCS and will be physically located in offices used by CCS's Family Health Team (Cleveland, OH). This is a full-time exempt position and is available immediately.

ESSENTIAL JOB TASKS INCLUDE: Writing; editing; using computers; collection and analysis of data, trends and ideas; planning; researching; problem solving; establishing and building relationships with members of community, professionals and decision makers; influencing opinions through verbal and written communications; making and reassessing decisions on an ongoing basis based on exercise of own analysis, judgment, discretion and experience.

ESSENTIAL COMPETENCIES INCLUDE: Excellent oral, written and listening communication skills; demonstrated ability to develop and implement plans for strategic capacity building; ability to develop collaboration and partnerships with community and organizations; ability to work with diverse groups and across all levels of organizations with a commitment to teamwork; fund development and grant writing experience; effective public speaking, presentation and public policy advocacy skills; knowledge of health and social issues, policy and politics; demonstrated experience with goal setting, setting priorities, decision making, and problem solving; skills with data collection, data entry, statistics, and analysis of data and ideas; ability to advise and persuade; detail oriented; track record of persistence, creativity, versatility, and initiative; physical, visual and auditory abilities necessary to perform the essential functions of the position with or without the use of prosthetics; knowledge and proficient use of Windows Office (Microsoft Word, Excel, Access, Power Point, Outlook) and internet; current Ohio driver's license.

GENERAL STATEMENT OF RESPONSIBILITIES: Responsible for directing and implementing all activities and functions necessary to advance the mission of the AFC through HIV/AIDS grantmaking, special initiatives, community planning, public policy and advocacy work, and community engagement. In accordance with the chair of the Advisory Committee of the AIDS Funding Collaborative, the director functions as the AFC representative and spokesperson in the community. He/she engages the community in collaborative funding efforts, special initiatives, and advocacy efforts in the area of HIV/AIDS and keeps HIV/AIDS in the forefront of the community.

ESSENTIAL JOB RESPONSIBILITIES AND RESULTS:

- Provides ongoing assessment of HIV/AIDS funding gaps, service gaps, and best practices to support the AFC in programming and funding decisions;
- Identifies, develops and implements AFC-led initiatives to respond to community needs;
- Manages and coordinates AFC's annual grantmaking (approximately \$400,000), including developing requests for proposals, responding to inquiries from nonprofit organizations seeking funding, reviewing proposals, and monitoring and assessing grant activities;
- Understands public policy arena and works with community stakeholders to shape HIV/AIDS policy on the local, state, and federal level on behalf of the AFC;
- Leads AFC's communication efforts, including serving as spokesperson for the AFC, writing articles, drafting press releases, developing an annual report, updating AFC website content;
- Serves as liaison to and member of local HIV/AIDS planning bodies;
- Represents AFC at relevant community meetings and on relevant community committees and work groups;
- Provides information to, and the coordination of bimonthly meetings of, the AFC Advisory Committee and meetings of AFC subcommittees;
- Engages in fund development and grantwriting to secure funding;
- Maintains grant compliance with AFC funding partners;
- Monitors revenue of the AFC, prepares and maintains the AFC budget, and prepares financial reports;
- Integrates AFC activities and CCS' work in health policy at local, state, and national levels;
- Participates in CCS' activities, as assigned;
- Supervises assigned staff;
- Performs other duties, as assigned.

QUALIFICATION REQUIREMENTS

A master's degree in a health, social sciences or public administration-related field plus at least five (5) years of related experience is required. Excellent writing and verbal skills are required. Valid Ohio driver's license, accessibility to a vehicle, current automobile insurance and agency insurability (out of state candidates must agree to obtain a Ohio driver's license within 30 days of hire).

Interested parties should respond in writing with a cover letter and resume, including salary history and requirements by the closing date on or before 5:00 PM on Friday, September 30, 2011.

Deborah A. Dombek, Manager, Office and Human Resources
The Center for Community Solutions
1501 Euclid Avenue, Suite 310
Cleveland, OH, 44115

OR via e-mail, with subject "Director AIDS Funding Collaborative" indicated, to:
ddombek@CommunitySolutions.com.

*The Center for Community Solutions offers a competitive benefits package, including holidays and vacation; 401k with employer match; and health, vision, dental, long-term disability, and group term life insurance.
Community Solutions is an Equal Opportunity Employer*