

**Job Description  
Chief Executive Officer  
Hydrocephalus Association**

The Hydrocephalus Association, a national organization dedicated to eliminating the challenges of hydrocephalus by stimulating research and supporting people who are affected by this condition, is seeking a dynamic individual to lead the Association's efforts to expand its effectiveness and reach. The Association, incorporated as a nonprofit organization in 1986 and located in San Francisco, currently operates with a \$1.4 million operating budget, will open a headquarters in the Washington DC area for our new CEO and management team in this location. The Association provides support, education, and advocacy for the more than one million people in the United States that have hydrocephalus. The Association is now seeking to expand its national presence and increase its role in research to advance understanding, improve diagnosis and treatment, and eventually find a cure.

Position Overview: The Chief Executive Officer is responsible for all program, financial, and operational aspects of the Association, including fund development, public relations and marketing, technology, fiscal management, human resource management, and continued development of an effective research and advocacy program. The CEO will work closely with a motivated Board of Directors, an emerging network of over 25 local affiliates/partners and a host of health-related and research funding organizations. Moderate travel is expected of this position. The Chief Executive Officer works under authority of the Board of Directors.

The Association is looking for someone who is, or can become, a nationally recognized leader in the treatment and support of those with hydrocephalus. A successful candidate will develop lasting and mutual relationships built on outstanding communication skills, passion and charisma. Using these skills, the CEO will spearhead a growing national effort to radically increase research spending on hydrocephalus and to educate the medical community and patients on best practices.

Major Areas of Responsibility

- Fund Development – Lead a growing fund raising effort, overseeing all aspects of the Association's development program, and directly participate in the cultivation and solicitation of major gift prospects.
- Research Program – Assure successful implementation of a growing medical research program, expected to grow from \$500,000 today to \$3 million in annual grant making by 2013. Assist with establishment of research priorities, funding allocation procedures, reporting, and evaluation of program effectiveness. The CEO will play a major role in the maintenance and establishment of effective relationships with key government stakeholders, including the NIH and the Congress of the United States.
- Management of Fiscal Resources – Oversee fiscal management of the Association's financial resources, and provide for fiscally sound operations and management through development of an annual operating budget, annual audit, and timely financial reporting.
- Human Resource Management – Manage and grow an outstanding team dedicated to fulfilling the Association's goals. Effectively manage the Association's human resources (in two offices: San Francisco and Washington DC) ensure proper hiring and termination procedures, directly supervise managers, and assure effective staff development.
- Technology – lead the Association's efforts to increase effectiveness and efficiency through the successful application and integration of technology for customer relationship management, our website and social media.

- Public Relations and Marketing – Develop marketing programs, including public relations, that elevate understanding and support for hydrocephalus in general and HA's work in particular, amongst key constituent groups, including patients and their families; the medical community; and government. Ensure the Association and its mission, strategic plan, programs, and services are effectively and consistently presented in a strong and positive image.

Preferred Experience and Education: A minimum of five - seven years experience in senior level management with strong administrative, communication, and organizational development skills. Demonstrated experience and success in non-profit fund raising, advocacy, board relations, and effective/innovative approaches to medical research are desirable. The successful candidate will be a strategic thinker who can successfully translate and manage the Association's strategic vision into successful operations. The new CEO will be able to lead multiple stakeholder groups and facilitate agreement on shared goals with the ability to drive success in a complex environment. Advanced degree preferred.

Competitive salary and benefits; resume and cover letter to Search Committee at [ceo@hydroassoc.org](mailto:ceo@hydroassoc.org)