Project Response was established in 1990 and began as a grass roots volunteer agency that operated from a shared office. It was and is still a lifeline for people living with HIV/AIDS on the Space Coast and an Educational and testing resource for both the Space Coast and Treasure Coast areas.

Our long time Executive Director is retiring this year! We seek a new Executive Director to oversee the overall administrative management and daily operations of the organization, including case management, prevention, testing, and the clinic.

Position Responsibilities

- Participate with the board in charting the course the agency is to take in response to developing needs of the community.
- Evaluate the effect of external forces on the institution and recommend long-range plans that support the institution's philosophy and general objectives.
- Recommend policy positions concerning legislation, government administrative policies, and other policy matters. Work with legislators, regulatory agencies, and representatives of the industry to assure that legislative and regulatory policies promote the health of the community and do not place unmanageable encumbrances on the agency.
- Oversee grant writing process, including the research and identification of grant opportunities applicable to the agency.
- Ensure attainment of agency objectives through the selection, development, motivation, and evaluation of staff.
- Monitor the adequacy of the agency’s activities through coordination with the board and enact policies to assure excellent health care services.
- Oversee the sound fiscal operation of the agency including timely, accurate, and comprehensive development of an annual budget and its implementation.
- Ensure compliance with the regulations of governing agencies and the rules of accrediting bodies by continually monitoring the organization’s service delivery and initiating changes as required.
- Encourage the integration of the agency in the community by using effective communication and public relations skills. Communicate with staff and volunteers to improve service and to generate community involvement.
- Host fundraising events and communicate with donors, reports, stakeholders and the community.
- Provide the board of directors with the resources it needs to promote growth within the agency.

Qualifications

Education and Experience:

- Bachelor’s degree in a relevant field required, Master’s degree in hospital administration, health, business, or public health preferred.
- At least five years of leadership experience in the non-profit arena.
• Prior success with grant writing, monitoring, compliance and reporting through relevant supporting agencies.
• Health care administration experience with responsibility for administrative supervision and board of directors or trustees contact.

Skills/Abilities:

• Demonstrated experience performing in a high-stress position with full responsibility for business operations.
• Ability to handle detailed, complex concepts and problems and to make rapid decisions.
• Plan and implement programs on agency-wide basis.
• Establish strong and appropriate supervisor relationships.
• Develop smooth and constructive relationships with executive colleagues, and outside agencies, organizations, and individuals.
• Maintain a flexible work schedule to meet various demands of executive management.
• Convey a professional and positive image and attitude.
• Extensive local travel.
• Some evening and weekend work required.

Personal characteristics and skills

• Commitment to the mission of care coordination.
• Passionate, trustworthy, and empathetic when working with clients.
• Ability to build relationships with different types of people, including clients, organization members, and health care providers.
• Good communication and interpersonal skills and ability to speak concisely to clients and Care Team members.
• Organized with confidential client material and appointment tracking.
• Flexible and adaptable in response to changing client and health care providers’ needs.
• Committed to and interested in our cause of working with and supporting HIV-positive clients.

Project Response is an equal opportunity employer. We offer competitive salaries, a learning environment, and employee benefits to include health insurance, paid holidays, paid time off, and a retirement plan. Please submit your resume and cover letter to resumes@HROfficesavers.com.

HR Office Savers, Inc. provides employment advisory solutions to small businesses and individuals in the areas of Human Resources, Soft Skills training, and Employee Relations. With more than 20 years of diverse professional experience in global staffing and human resource management, we help business owners and job seekers navigate the complexities of human resources through hands-on support and education.