



June 1, 2022

EXECUTIVE DIRECTOR

[Sharp Again Naturally](#) (SAN) seeks an Executive Director to guide the organization's growth, raise its profile and help shape its future. This dynamic and strategic leader will have responsibility for and oversight of the organization's day-to-day operations, programming, fundraising, promotion and long-term planning. This work will be accomplished by working closely and collaboratively with our Board of Directors and its committees.

SAN is a 501(c)3 nonprofit, with a national scope, that educates the public and medical community about the causes of dementia and Alzheimer's disease, with a focus on prevention and early intervention. Through webinars, in-person presentations and an expanding group coaching program, SAN is changing the conversation around memory loss to one of hope and action. For more information, visit our [website](#).

SAN has a \$200K operating budget and employs 2 staff, a contract bookkeeper, and other consultants, as necessary. Although operating remotely day-to-day, the staff and Board convene periodically for in-person Board meetings and events in and around White Plains, NY.

Position Overview & Requirements

The ideal candidate will be a responsible self-starter, results-oriented, with strong motivational skills and capable of prioritizing and juggling multiple projects concurrently. We are looking for someone to help grow SAN to a level of national recognition. The Executive Director manages the day-to-day operations of the organization while providing strategic guidance for board members, staff and volunteers. A personal understanding of the impact of brain health and memory loss, while not required, is desirable. A minimum of five years' experience as an Executive Director or Development Director is required, at nonprofit organizations with budgets of \$500K+.

Our Executive Director will be an effective decision-maker who leads by example and provides recommendations for positive change, while also ensuring a work environment committed to mutual respect and open communication. He/She/They will have an opportunity to leverage the strength of a dedicated board and build on the organization's positive reputation, as well as the heightened awareness of brain health and cognitive decline in the US and throughout the world. The successful candidate will have a passion for the mission of the organization, and possess the following:

- Outstanding speaking and written communication skills
- Strong and proven fundraising expertise including soliciting major gifts, securing sponsorships and grants, overseeing year-end appeals, & planning and implementing fundraising events
- An understanding of structures and processes across all aspects of a nonprofit organization
- Familiarity with nonprofit regulatory and legal compliance issues
- Excellent listening and analytical skills; enjoy group dynamics and meeting new people
- Exceptional time management and organizational skills
- Experience in board development and collaboration, and in working with committees
- An ease and ability to represent SAN at fundraising events, networking opportunities, press interviews, presentations, etc.

- Significant financial experience including developing budgets, understanding income/balance statements and managing expenses and income
- Ability to select and manage outside consultants, vendors and contractors
- Experience with MS Suite, Google Analytics, social media platforms, Wordpress, Zoom, Cloud based applications, databases.

Position Description & Compensation

This is a 30-hour/75% time, salaried, exempt position reporting to the Executive Committee and supported by a part-time administrator.

The position is primarily remote; a close proximity to Westchester County, NY is preferred as in-person attendance at meetings and events will be required during the year.

Salary Range: \$55-60K

Paid Time Off: Two weeks vacation, 7 holidays, up to 8 days sick time.

Sharp Again Naturally is committed to equal opportunity employment and does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

To Apply

Interested candidates should reply with a resume and letter describing interest in the position to executive.director@sharpagain.org by June 30,2022.