



Position Available: Executive Director, Armenian Women's Welfare Association

Deadline for Submission: November 27, 2018 at 5:00 pm

The Armenian Women's Welfare Association, Inc. (AWWA) was founded in 1915 by nine first generation Armenian women who came together to form a non-profit women's service organization that would focus on aiding and promoting the moral, intellectual, physical and social well-being of the Armenian people. It is incorporated as a 501(c)3 non-profit organization in the Commonwealth of Massachusetts.

The mission of the Armenian Women's Welfare Association is to improve the quality of life for members of the Armenian community whether it be through aid, relief or education. AWWA's targeted constituency are individuals of Armenian descent, particularly the elderly, who are needy and/or indigent and therefore unable to care for themselves.

AWWA has a proud history of service to the Armenian community – in the Boston area and in Armenia. Multi-generations of local women have nurtured the organization's accomplishments and been stewards of its well-being. They've taken pride in passing its history and legacy from one generation to the next. AWWA recently celebrated a century of extraordinary work and is now preparing for its next century of service to the Armenian community.

The AWWA currently supports two major initiatives:

- The Armenian Nursing and Rehabilitation Center (ANRC) is an 83-bed non-profit skilled nursing facility that serves Armenians and non-Armenians alike by providing the highest quality long-term care as well as outstanding short-term care for residents requiring rehabilitation before returning to their homes. The ANRC became a separate, allied non-profit organization in 2004. AWWA continues to provide support.
- The Hanganak Elderly Clinic provides medical and social support to 200 elders, mostly women, who lack support from family members in Stepanakert, Nagorno-Karabagh, Armenia. It is an Armenia-based NGO.

These initiatives are well-managed by professional staff, provide excellent service, and are financially stable. Dedicated members have always been a key element in the success of the AWWA and provide service while enjoying a treasured sense of community. For more information: www.AWWA.us

Looking Forward

AWWA is ready to move forward. AWWA plans to launch new programming under its own umbrella. The Board worked with a consultant to explore feasible new programming. They identified four potential areas of additional service that would fulfill its mission and address needs of its service population.

- 1) Caring Friends of the Elderly would match pairs of volunteers with more isolated elders living at home to provide companionship and friendly visits

- 2) Community Chest would provide funds to religious and community organizations to directly assist families and individuals in distress
- 3) Service Trips would subsidize the costs of Boston area residents going to volunteer in-person at the Hanganak Elderly Clinic in order to strengthen the clinic's delivery of services and its operation
- 4) Scholarship Fund would provide financial support for Armenian community members who are studying nursing, social work, geriatrics, medicine, etc. at the graduate level, fields of work critical to the ANRC and the Hanganak Elderly Clinic

The FY19 AWWA budget will be \$380,000 with revenues derived from investment income, mortgage income, fundraising events, membership dues, and individual donors. Some administrative operational support is provided by its sister organization, the ANRC. Some funds will be available for new program expenses.

AWWA now seeks to hire its first Executive Director to lead the organization into an era of new programming, heightened visibility, revived membership and diversified revenue streams.

Responsibilities:

AWWA is looking for a dynamic and dedicated person to fulfill all the responsibilities of a non-profit Executive Director with emphasis on:

Programming

The primary goal of AWWA in the next three years is to add new programming. The Executive Director will develop, launch and manage new programs and services. S/he will develop and implement evaluation plans to measure the impact of programs and make adjustments as needed. S/he will develop partnerships and cultivate and train program volunteers as needed. S/he must develop and maintain systems, files, records, policies, data and procedures specific to each program. S/he must champion these new programs while sustaining AWWA's existing programs and services.

Human Capital

The wisdom and dedication of the people of AWWA have been the heart and driving force of this organization throughout its history. The current evolution in the roles and responsibilities of staff, Board, members, volunteers, etc. reflects the changing role of women in society and their changing interests, skills and availability of time. The Executive Director must demonstrate the capacity to inspire the people who make up this organization – staff, Board, members, partners, constituents, supporters. Eventually, s/he must hire and supervise additional staff to fulfill the goals of the organization.

The Executive Director must support the Board of Directors as it evolves into its new roles and responsibilities as a governing Board, re-organizing and revitalizing its Committee structure, policies and practices. S/he must recruit new members and support all members in their new roles - utilizing and celebrating AWWA's legacy and engaging members in programming, fundraising and other supportive activities. Strong inter-personal skills and familiarity with the challenges and opportunities of change are critical characteristics for this Executive Director.

PR/Communications/Marketing

A hidden jewel, AWWA intends to raise its profile in the Armenian community and in the wider public-at-large. Heightened visibility will strengthen its capacity to create partnerships, recruit members, raise funds to support programs, and engage the public on important and relevant issues. The Executive Director will be the public face of all AWWA programs services and a go-to information and referral source for the Armenian community about aging and elders. S/he should have prior experience creating PR strategies and carrying out public

communications via print, online, broadcast and/or social media. S/he must also market the opportunities offered by programs to targeted constituencies

Development

Financially stable, AWWA intends to diversify its revenue streams over time while generating added support for its expanding portfolio of programs. The Executive Director will eventually expand fundraising across a range of funding sources including individual donors, membership dues, foundation grants, corporate sponsors and in-kind donations.

Qualifications:

- B.A. required; graduate degree in relevant fields desirable
- 3+ years of management experience, preferably in the non-profit sector
- Demonstrated experience in developing, launching and managing programs and initiatives required
- Demonstrated experience in public communication including online and via social media
- Entrepreneurial; experience with start-ups preferred
- Strong written and oral communication skills
- Strong decision-making skills and willingness to take initiative
- Strong problem solving, conflict management and organizational skills
- Flexible with a sense of humor
- Proficient in computer systems including use of MS Word and Excel; has ability to learn new software; capable of incorporating use of technology throughout the organization
- Strong commitment to AWWA's mission
- Knowledge of the Armenian community, its history and heritage highly desirable; Armenian language skills are useful but not required

Compensation:

Competitive salary and benefits

Application Process:

This search is being conducted by a six member Search Committee, facilitated by consultant Esther Kaplan of Kaplan and Associates. If interested, please submit a resume with cover letter describing how your skills and experience align with AWWA's mission and planned new directions by 5:00 pm on Tuesday, November 27, 2018 to: AWWA.ExecDir@gmail.com

No phone calls please. For necessary information not found in this Job Posting, please contact Esther Kaplan at AWWA.ExecDir@gmail.com