

Executive Director Position

The International Association Laryngectomees (IAL), a non-profit, charitable organization, is looking for a dynamic individual who possesses excellent communication skills, is a self starter and highly motivated and willing to work with and for a Board of Directors of varying backgrounds who all have one thing in common – they are survivors of cancer of the larynx. The individual will be responsible for managing all aspects of domestic and international club participation. This is a full time position.

The ideal candidate will have the following attributes.

Business Experience

- Business/Marketing degree or background. Experience with corporate or association management preferred.
- Pass a background check and drug screening, if requested. Be bondable.
- Have strong event planning and management skills to include but not limited to negotiation of hotel contracts, vendor relationships, travel management, budget planning and implementation.
- Grant planning, writing and evaluation experience.
- Experience with multiple software applications including Microsoft Office, MS Access and Quickbooks.
- Have financial management experience and be able to work with the treasurer in planning, implementing and reporting on the budget. Be able to prudently manage all the resources of the IAL.
- Strong fundraising skills including identifying sources of grants and gifts, meeting the requirements of sources, record keeping and reporting on these efforts and their results.
- General office skills would include daily banking and record keeping, maintaining of the various mailing lists mailing of various pieces of literature to the clubs and individuals as requested, mailing notices of club dues and acknowledgement of their receipt, and various project implementation.

Additional Strengths

- Ability to work with cancer survivors, in particular with laryngectomees and those that have cancer of the larynx.
- Provide leadership in the achievement of the IAL's philosophy, mission, annual goals and objectives.
- A willingness to work with the President and report to the Board of Directors.
- An ability to travel several times a year.

Personal Strengths

- The candidate should have high energy, positive attitude, ability to multi-task, organizational skills, good interpersonal communication ability, and be able to represent the IAL to the public in a positive way.
- Have the ability to keep the overall goals of the IAL in proper perspective.
- Should not be afraid to disagree in a courteous and professional manner with the President, Board of Directors or committee chairpersons.
- The confidentiality of communication with and between board members must be maintained at all times.

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