

# IFAA Executive Director Position Description

## Job Announcement

- Executive Director of Intercounty Fellowship of Alcoholics Anonymous (IFAA)
- Salary Range: \$79,812 to \$136,452
- Benefits: Health, Dental, Deferred Compensation, Paid Vacation
- Minimum requirements for candidates:
  - Minimum of five (5) years of administrative experience with increasing levels of responsibility
  - Two (2) or more years of working with minimum direct supervision
  - Experience supervising employees and/or volunteers
  - A Bachelor's Degree from an accredited four-year institution of higher education or equivalent experience
- Job Summary: The Executive Director (ED) is responsible for overseeing all operational aspects of our organization and works closely with the Board of Directors and its Committees, ensuring that we are operating efficiently and effectively to meet our mission as provided in our Bylaws. The ED manages the day-to-day operations of the Central Office, coordinates with and supports Intergroup Committees, hires and supervises other staff members, recruits and supervises volunteers, and provides overall leadership for sustaining the organization. The ED ensures that our services and initiatives are aligned with IFAA's mission.
- Send an email with your resume and cover letter to [chair@aasfmarin.org](mailto:chair@aasfmarin.org)
- Date position begins: Immediately available
- IFAA is a California nonprofit organization and an equal opportunity employer

## Job Description

**Eighth Tradition, Long Form:** Alcoholics Anonymous should remain forever nonprofessional. We define professionalism as the occupation of counseling alcoholics for fees or hire. But we may employ alcoholics where they are going to perform those services for which we might otherwise have to engage nonalcoholics. Such special services may be well recompensed. But our usual A.A. '12th Step' work is never to be paid for.

## Job Summary

The Executive Director (ED) is responsible for overseeing all operational aspects of our organization and reports directly to the IFAA Board of Directors. The ED works closely with the IFAA Board and its Committees, ensuring that we are operating efficiently and effectively to meet our mission as provided in our Bylaws. The ED manages the day-to-day operations of the Central Office, coordinates with and supports Intergroup Committees, hires and supervises staff members, recruits and supervises volunteers, and provides overall leadership for sustaining the organization. The ED ensures that our services and initiatives are aligned with IFAA's mission. Additionally, the ED serves as liaison between Central Office and (1) other service arms of Alcoholics Anonymous, including the General Service Office, A.A. World

Services, and the A.A. Grapevine (2) other central offices and service centers, (3) local member A.A. groups, (4) individual A.A. members, and (5) the general public.

### **Position Requirements**

- Demonstrated leadership ability
- Proven general management experience, preferably as director of a multifunctional organization
- Understanding of operational issues, planning and controls, budgeting, financial reporting, human resources, and information technology
- Working knowledge of, or willingness to learn, the A.A. Traditions and Concepts of World Service
- Handle multiple responsibilities and prioritize use of resources
- Handle detailed fiscal responsibility; carry out policies and procedures without direct supervision;
- Effective communication skills, both verbal and written, with the ability to report clearly and concisely on IFAA operations to the Board of Directors, member groups, and the Fellowship at large
- Strong skills in the use of various software programs (i.e. Airtable, Wordpress, Mailchimp, Quickbooks Online, Google Suite, Shopify etc)
- Skilled at navigating interpersonal relationships with various stakeholders
- Organizational and volunteer management with the ability to inspire others in the performance of services

### **Minimum Qualifications**

Candidates should have a minimum of:

- Minimum of five (5) years of administrative experience with increasing levels of responsibility
- Two (2) or more years of working with minimum direct supervision
- A Bachelor's Degree from an accredited four-year institution of higher education or equivalent experience

### **Preferred Qualifications**

In addition to the minimum qualifications, a strong candidate will also have:

- Five (5) years of continuous sobriety in the Fellowship of Alcoholics Anonymous;
- Demonstrated commitment to A.A. service at the meeting level and experience with at least one fellowship-wide service, e.g. Intergroup, Teleservice, PI/CPC, General Service, H&I, etc.

IFAA recognizes that people come with experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience, background, expertise, thought and skills combined with passion is a key to excellence. Therefore, we encourage people from all backgrounds to apply to our positions. If you have a disability or special need that requires accommodation,

please let us know.

## **Position Responsibilities by Functional Area**

### **Leadership**

- Attend and report at all Board, Board Committee, and Intergroup meetings
- Act as a advisor to the Board on all aspects of the organization's activities
- Work directly with staff, Central Office volunteers, Intergroup Committee members, and other local service entities to keep members abreast of operational and communications issues and concerns
- Regularly attend the meetings of the Northern California Central Office Managers and the annual Central Office/Intergroup/AAWS/GV Seminar
- Attend and represent IFFA at such meetings of other A.A. service entities as is practical, taking into account such considerations as distance, time away from the office, monetary cost, and relevance to Intergroup and Central Office operations

### **Administrative and Operational Management**

- Manage the day-to-day operations of Central Office, which includes: setting operating hours, staffing levels, managing bookstore inventory, processing contributions, ordering supplies and maintaining the function of all office equipment (facilities management), etc.
- Maintain all operational policies and procedures, which includes: drafting new policy/procedure for approval of the Board, as needed; and periodically reviewing and updating existing policy/procedure, as appropriate
- Oversee and/or prepare Central Office communications, including weekly newsletter, online and print meeting directory, and ensure information on the aasfmarin.org website is up-to-date
- Maintain appropriate record-keeping ensuring that all personnel, contributor, member and volunteer files are securely stored and privacy/confidentiality and/or anonymity is maintained.

### **Human Resource Planning and Management**

- Establish a positive, healthy and safe work environment
- Determine paid and volunteer staffing requirements and job descriptions for delivery of services
- Oversee hiring and training (and termination if needed) of all employees and volunteers with the assistance from the Executive Committee
- Oversee the implementation of the human resource policies, procedures and practices
- Update and maintain Employee Handbook as needed

### **Financial Responsibilities**

- Maintain day-to-day bookkeeping, including accounts payable, contributions, payroll deferred compensation, and make regular deposits
- Prepare monthly account reconciliations for all bank accounts
- Prepare and submit all quarterly reporting associated with payroll and sales taxes
- Prepare annual federal and state tax reporting (e.g. W2s, 1099s, W3s and 990s)
- In coordination with IFAA Treasurer, create a comprehensive annual budget
- In coordination with Finance Committee, ensure appropriate levels of insurance for workers compensation and D&O liability

## **Volunteer Management & Member Services**

- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Recruit, train and mentor volunteers with the appropriate interest, skill set and/or abilities to help further the organization's mission
- Be available to groups and individuals with questions or concerns, or who need information or clarification regarding Steps, Traditions, 12<sup>th</sup> Step work, or other issues

## **About us**

The Intercounty Fellowship of Alcoholics Anonymous (IFAA) is a California Nonprofit Organization (501(c)(3)) that coordinates services which individual groups in San Francisco and Marin Counties (California) cannot easily provide for themselves. Our focus is to support the still suffering alcoholic and those in recovery from alcoholism in our service area by way of bringing services to the A.A. Groups and members in the two counties we serve.

We support and assist A.A. groups in their common purpose of assuring that the message of A.A. reaches all who want it. In our efforts to achieve this goal, we inform, educate, and engage our members and the general public by functioning as a communications and service center and through cooperation with other A.A. service entities. Our Central Office is often the face of A.A. in our community and the first point of contact for the alcoholic in need, as well as for the media, the public, family members, professionals, and others.

IFAA recognizes that people come with experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to excellence. Therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

IFAA provides equal employment opportunities to all individuals. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know.