



## **COALITION DIRECTOR LEADERS ENGAGED ON ALZHEIMER'S DISEASE (LEAD) COALITION**

### **About LEAD**

Leaders Engaged on Alzheimer's Disease (LEAD) is a national coalition whose mission is to mobilize an engaged network of key organizations committed to sharing information and advocating for national policies to increase attention to and awareness of Alzheimer's disease, its care, treatment, prevention, research, and eventual cure. LEAD was created in February 2008 to bring together key stakeholders from the government, business, and civic sectors. Currently more than 20 closely aligned Alzheimer's serving organizations, including representatives from key government agencies, are working collaboratively in LEAD to exchange information and advance shared priorities.

### **Note about the Position Structure:**

*LEAD is a free-standing coalition, that currently includes 20 member organizations, and is co-convened by the Alzheimer's Foundation of America and USAgainstAlzheimer's. The coalition meets monthly in Washington, DC with members participating either in person or by phone.*

*The coalition director, based in the Washington, DC area, will report to senior staff in each of these two organizations, in an effort to coordinate the work of the coalition. Given the unusual dual reporting, every effort will be made to facilitate communication between the individual and the two convening organizations. She/ he will be retained through a contract, signed by both convening entities, which will outline scope, compensation, expectations, etc.*

### **RESPONSIBILITIES**

Responsibilities for the coalition director fall into six major categories: (1) preparing for and organizing monthly Coalition meetings (2) developing materials in support of the monthly meetings as well as analytical documents that relate to federal policies, programs and legislation necessary to solicit member reaction and input (3) leading efforts for ongoing member recruitment and facilitating opportunities for engagement for existing members (4) member support, including providing linkages for inter-member communications and advocacy opportunities as appropriate (5) supporting the fundraising, development and budget tracking; and (6) communications. Each of the above areas will also be supported by the conveners, but the Director will lead each of these major tasks, seeking help and input as needed and appropriate.

A major responsibility for the Coalition Director during 2012 will relate to coordinating LEAD's input into the National Alzheimer's Project Act (NAPA) Council on Alzheimer's Care and Services throughout its deliberations. Examples of other responsibilities include, but are not limited to: developing proposals and customized funding requests, developing and administering LEAD internal and external

communications, researching and developing materials including advocacy letters and issue backgrounders, assembling the monthly newsletter, maintaining the LEAD website, and providing other opportunities for LEAD member engagement and networking.

### **SKILLS AND CHARACTERISTICS**

- Knowledge of health policy and issues, ideally specifically relating to Alzheimer's Disease and other aging issues
- Understanding of the roles of the government in disease research (including FDA, HHS, Department of Defense and Veteran's Administration) including challenges of drug development and approval
- Experience forming and working with coalitions or managing other complex organizations.
- Leadership skills in determining priorities, agendas, and needed products to advance LEAD's work
- Excellent communication skills, including strong writing, editing, and analytic skills
- Meticulous organizational skills in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines
- Excellent critical thinking, analysis, planning and problem solving skills
- Desire to work as a team player, flexibility and patience
- Understanding of need for and willingness to do "whatever it takes" to support LEAD coalition.

### **EDUCATIONAL BACKGROUND AND WORK EXPERIENCE**

- Seven to ten years of experience working in public policy (preferably in the health policy arena), with demonstrated effectiveness and increasing levels of experience
- Knowledge of the federal legislative and budgetary process
- Experience working with coalitions dedicated to a specific purpose or with managing complex organizations
- Master's degree in Public Health, Public Policy, Public Administration, Law or Business preferred
- Bachelor's degree required

### **APPLYING FOR POSITION**

Please submit your CV and a cover letter outlining your interest in, and preparation for, the position to [lead@leadcoalition.org](mailto:lead@leadcoalition.org) by February 10, 2012. Compensation for the Directorship will be commensurate with experience.

LEAD is an Affirmative Action/Equal Opportunity Entity, and we're committed to retaining a diverse and talented team. EOE/AA/M/F/DIV

January 30, 2012