



Brain Injury Alliance of Connecticut Seeks New Executive Director

About the Brain Injury Alliance of Connecticut

The Brain Injury Alliance of Connecticut (BIAC) began in 1982 as a support group for parents of individuals who sustained a brain injury and has grown since then to become a primary connector in Connecticut's field of brain injury support and the only statewide organization to work on both preventing brain injuries through education and providing services and support to brain injury survivors and their families and caregivers.

BIAC provides support and resources for more than 4,000 inquiries each year from survivors, caregivers, and professionals and operates a free HelpLine that provides callers with a wealth of information, resources, support, and community linkages. It runs 13 support groups throughout Connecticut, provides education and training on brain injury through school, professional, and community presentations, and runs Connecticut's premiere brain injury conference that each year attracts more than 275 professionals and thought leaders, along with survivors and caregivers, to learn the latest developments in the field. Its Brain Injury Navigator Service provides fee-for-service case management for those who don't qualify for state services but need individualized supports to improve their lives. BIAC also advocates at the legislative level for improvements to the statewide system of brain injury prevention and treatment.

BIAC's offices are in Windsor, Connecticut but its work reaches across the state. It strives to be inclusive of all populations and is currently developing a large-scale Spanish-speaking/Latinx outreach program. The organization is powered by an accomplished, competent, and passionate staff of six and is governed by a committed board of 13 professionals who bring skills in psychology, neuroscience, finance, medical rehab, education, social work, and law; some have loved ones who are brain injury survivors or are survivors themselves. BIAC has an operating budget of \$636,000. Approximately 30% of its revenues are from government grants; other revenues are from a mix of event income, foundation grants, and individual contributions.

Opportunity Going Forward

BIAC's Executive Director take the reins of this mission-driven, well established, and impactful organization at a time of both opportunity and challenge. A variety of factors have led to an increasing number of brain injuries with ever more survivors and their caregivers needing support, while resources from the state and Medicaid have dwindled over the last few years. The new leader will leverage BIAC's many strengths – a competent and passionate staff team, a committed board of directors, a long-standing reputation as a strong partner and connector in Connecticut's brain injury and disabilities field,

and a unique offering of both prevention and support services – to expand BIAC’s resources, strengthen its advocacy for positive impact on the state system, and continue to strengthen and grow its impactful programs to meet the expanding needs of survivors and their caregivers. Key priorities will be to:

- **Closely manage BIAC’s finances and increase resources:** build relationships with donors, identify new grant opportunities, and explore potential partnerships that can provide both financial support and additional resources.
- **Maintain and continue to improve BIAC’s current strong operations:** maintain its current strengths and make improvements that improve efficiencies.
- **Raise visibility and increase outreach:** Increase awareness of BIAC’s mission and services through broad strategic outreach, statewide training, expansion of digital and multi-lingual presence, and engaging with the local community.
- **Build strong community relationships and partnerships:** continue to strengthen BIAC’s relationships with state agencies and its role as a connector and leader on strategy; gain a deep understanding of survivors and other stakeholders’ perspectives and priorities; build new partnerships that broaden BIAC’s reach.
- **Assess staffing needs and work to build and allocate resources to address gaps;** explore ways to increase staff and volunteer resources to better serve the Spanish-speaking community.
- **Cultivate trusting relationships with staff and board members:** spend time listening and learning to understand their strengths and how to best utilize them.
- **Work with staff and board to develop clear strategic direction and key priorities.**

Position Duties and Responsibilities

The Executive Director of Brain Injury Alliance of Connecticut is responsible for the effective management of all operations and administration of the Alliance office, and for the development and implementation of all its programs. **Core duties include:**

Staff

- Organize, supervise and manage the staff; this includes the power to hire, evaluate, terminate, and institute disciplinary action and/or to delegate this authority to others as appropriate.
- Ensure that employees and volunteers are provided with a professional, safe working environment and are well motivated and acknowledged for their contributions.
- Ensure the Personnel Policy and Procedures Manual is kept current.
- Resolve staff issues including disputes and performance issues.

Operations

- Oversee the development, management, and accountability of the Alliance’s grants and contracts. Ensure that the requirements of grants and contracts to BIAC are carried out consistent with the letter, spirit, and intent of the appropriation.
- Ensure sound fiscal management of BIAC and assume responsibility for financial accountability and integrity through monthly monitoring of financial statements and budgets.
- Ensure compliance with tax, labor, personnel, and other laws and regulations applicable to the organization.
- Oversee all human resource functions for the organization, including payroll, health insurance, time off accruals, and benefits. Assure that all proper new employee paperwork is filed.

Board

- Report to and meet with the Board of Directors, Executive Committee, Board Committees, and President as established.
- Guide and make recommendations to the Board of Directors regarding policy development and policy changes. Keep abreast of governmental trends relative to their impact or potential impact on BIAC and keep the Board of Directors informed on these developments.
- The Executive Director is an ex-officio member of all Board committees and task forces and may delegate attendance at committee/task force meetings to others as appropriate.

Program Development

- Oversee the management, direction, and control of all programs and activities of BIAC, including its interrelationships and partnership with members, constituents, donors, service providers, and other interested parties.
- Ensure the quality of programs and services, adherence to ethics, the development of new program initiatives, and compliance with applicable laws regarding confidentiality, provision of services, and other program related regulations. Assess program risks and ensure that BIAC is functioning within appropriate program bounds.

Public Relations and Fund Development

- Ensure that BIAC is engaged in growth-oriented, development activities designed to secure individual, corporate, and grant-funded income.
- Under the overall direction of the Board, direct, develop, and/or participate in the fundraising activities to support programs and operations, and communicate to the Board the effectiveness of BIAC's fundraising efforts.
- Serve as BIAC spokesperson to actively and effectively represent its goals to governmental leaders, members, individuals, private foundations, providers, researchers, sponsors, and the media to generate enthusiasm and attract wide interest and support.

Legislative Advocacy

- Act as spokesperson and oversee all legislative advocacy work for BIAC.
- Work with the Board, legislative liaison, and staff to achieve BIAC's legislative agenda.
- Serve on coalitions as appropriate to further legislative agenda.
- Provide written or oral testimony on legislation as appropriate.
- Maintain regular contact with BIAC's lobbyist for updates on legislation that may be of concern to BIAC.
- Plan, with legislative liaison, legislative activities including legislative action days and meetings with legislators.

Profile of the Ideal Candidate

The ideal candidate will demonstrate the following capacities:

A Seasoned Nonprofit Leader

- Background in nonprofit organizational management and program development with a track record in strategically managing an organization through growth and change.
- A track record increasing revenues through donor and grant development as well as events; experience securing and managing government grants.

- A strategic, visionary, and innovative leader who sees and leverages opportunities in a complex environment.
- Solid understanding of nonprofit finances with complex budgets and multiple funding streams, able to strategically align and maximize resources.
- Experience growing and sustaining a strong board of directors.
- A compassionate, approachable leader who demonstrates a unique blend of confidence, humility, and integrity; a track record in creating and sustaining a positive work environment.
- A collaborative approach to managing staff; able to delegate appropriately, set clear standards, and be a decisive leader when needed.
- Strong advocacy skills, including the ability to advocate at the legislative level/for legislative change.

Passion for and Understanding of the Dimensions of Brain Injury Prevention and Recovery

- Passion for BIAC's mission of raising voices and visibility of people with brain injury and improving lives through support, education, and advocacy.
- Understanding of the challenges faced by individuals with brain injuries and their families; lived experience a plus.
- A background in a related field such as human services, disabilities, rehabilitation, or mental or behavioral health; background specifically in the field of brain injury is a plus.
- Understanding of the Medicaid system; experience administering programs that receive Medicaid waivers and its many regulations.

A Networker and Relationship Builder with Excellent Communication Skills

- An eager networker with a track record in building strategic, strong, and lasting relationships and partnerships.
- An outgoing, energetic, and charismatic individual with emotional intelligence who can inspire excitement and drive participation.
- An effective and engaging communicator who can pivot quickly between different groups and styles of communication – legislators, community leaders, brain injury survivors and family members, and the media.

Compensation and Benefits

This is a full-time, salaried, exempt position with a salary range of \$100,000-\$115,000, determined by relevant experience and qualifications and by internal equity. In addition to the base salary, BIAC provides a benefits package that pays 75% cost of coverage for the individual employee and 10% for dependents, 5% match on a retirement plan, 100% of short-term disability insurance, and 100% of a life insurance policy. BIAC allows for a hybrid of remote and in-person work schedules, though staff are currently required to work in the office two days/week.

Application Process and Additional Information

BIAC is an Equal Opportunity Employer and strongly encourages applications from candidates whose identities have been historically underrepresented in executive levels, including people who identify as Black, Indigenous, Hispanic or Latino, Asian or Pacific Islander, or people of color; people from marginalized economic backgrounds; and people living with disabilities.

A candidate must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of BIAC. Applications will be accepted until the position is filled. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>.

This executive search is being conducted by Eos Transition Partners consultant Catherine Bradshaw. All submissions will be acknowledged and are confidential, and any questions can be submitted to Catherine at: cbradshaw@eostransitions.com.

