

EXECUTIVE DIRECTOR

Recruitment Announcement

The Opportunity

African American Reach and Teach Health Ministry (AARTH) invites applications for its next Executive Director. Building on AARTH's local impact and national reach, the Executive Director will partner with the Board of Directors, staff, and community stakeholders to advance our mission: to increase the capacity of faith and health institutions to provide wellness and community care systems for people of African descent.

About the Organization

Founded in 2002, AARTH Ministry is a faith-rooted, nonsectarian 501(c)(3) nonprofit organization established to respond to HIV/AIDS and other chronic health conditions that disproportionately affect African and Black people in the diaspora.

Our mission is to increase the capacity of faith and health institutions to provide wellness and community care systems for people of African descent, with commitments to:

- Increase awareness and knowledge about health issues disproportionately affecting African Americans and the African diaspora.
- Promote responsible health practices among people of African descent.
- Strengthen the infrastructure of ministries and organizations to provide culturally appropriate services and collaborate effectively with others.

We advance these goals through signature programs including HIV Education & Training, Chronic Disease Self-Management, Digital Equity, and regional and national convenings for healthcare providers and communities.

Core values: Health equity and social justice. AARTH approaches this work through an Afrocentric, holistic lens—considering the whole person and the systems that drive inequities.

Learn more: www.aarth.org

Position Summary

The Executive Director (ED) is the chief executive responsible for AARTH's overall strategic, programmatic, financial, and operational leadership. The ED will:

- Partner with the Board to set vision and policy.
- Oversee programs, staff, contractors, and volunteers.
- Steward relationships with funders, healthcare systems, universities, and community partners.
- Ensure long-term sustainability through effective fundraising and management.
- Represent AARTH publicly, serving as chief ambassador and spokesperson.

Key Responsibilities

Leadership & Governance

- Provide information, analysis, and counsel to the Board and its committees, and support effective governance practices.
- Lead strategic planning and annual goal setting; monitor performance and report outcomes.
- Prepare reports, presentations, and communications for the Board, funders, and partners.

Programs & Impact

- Ensure high-quality design, delivery, and evaluation of programs; promote evidence-informed and culturally responsive practices.
- Oversee contractual compliance, data reporting, and continuous improvement.
- Support community engagement in clinical and community-based research, ensuring equity and cultural responsiveness.

Fundraising & Resource Development

- Partner with the Board to develop and execute a diversified revenue strategy (grants, contracts, sponsorships, earned income, individual giving).
- Develop and implement comprehensive fundraising strategy.
- Build and steward relationships with funders, donors, and sponsors.

Financial & Operational Management

- Provide prudent financial stewardship: develop and manage the annual budget; ensure sound accounting, audits, and internal controls.
- Ensure compliance with nonprofit regulations, grant requirements, and financial accountability.
- Oversee organizational operations, risk management, technology, and facilities.

People & Culture

- Supervise, coach, and develop staff; lead recruitment and performance management.
- Foster an inclusive, equitable, learning-oriented culture aligned with AARTH's values.
- Maintain strong internal communications with staff and volunteers.

Community Engagement & Advocacy

- Serve as AARTH's chief ambassador—deliver presentations, participate in coalitions, and advocate for health equity.
- Strengthen partnerships with community-based organizations, healthcare providers, and academic research institutions.
- Represent AARTH in advisory boards, task forces, and coalitions.

Qualifications Required:

- Bachelors in Public Health, Social Work, Nonprofit Management, Business Administration or related field.
- Minimum 5–7 years of nonprofit leadership, minimum 7 years progressive leadership experience in nonprofit, public health or health care organizations, including budget and contract management.
- Demonstrated team leadership and supervision experience.
- Strong problem-solving, organizational, and attention-to-detail skills.
- Excellent written and verbal communication skills; tact, diplomacy, and confidentiality.
- Demonstrated commitment to equity, inclusion, and social justice in organizational culture and service delivery.
- Computer skills including proficiency with the Microsoft Suite of products (MS Word, MS Excel, MS Teams, MS PowerPoint) MS Word (proficiency-level), PowerPoint, Excel (at least intermediate level

Highly Desired

- Master's degree in Public Health, Nonprofit Management, Business Administration, or related field.
- Experience with African American/African communities and health/social service professionals advancing health equity.
- Knowledge of HIV/AIDS and other chronic health conditions impacting Black communities.
- Grant writing and fundraising success.
- Public speaking and presentation development skills.
- Strategic/critical thinking, adaptability, and emotional intelligence.
- Partnerships with healthcare providers, vendors, government agencies, and research institutions.

Partnerships

The ED will actively foster and expand collaborations with:

- Community Partners: African American churches, cultural organizations, coalitions, and advocacy groups.
- Healthcare Partners: Clinics, hospitals, and health systems in WA and other supported states.
- Research Partners: Universities and research centers including University of Washington.

Compensation & Benefits

- Salary Range: \$95,000 – \$115,000 annually, commensurate with experience.
- Schedule: Full-time (40 hours/week), with some evenings/weekends for events and meetings.
- Benefits: Health, dental, vision, retirement, PTO/holidays, and professional development support.

How to Apply

Submit (1) completed application, (2) a cover letter describing your interest and qualifications and (3) a résumé. For questions or concern, email

Outreachcommittee@aarth.org with subject line: Executive Director – Your Name.

- Priority review begins October 17th, 2025; applications accepted until the position is filled.
- Finalists may be asked to provide work samples or deliver a presentation.
- Employment is contingent upon successful background and reference checks.

Equal Opportunity

AARTH is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and community members.