

ThinkBIG Job Description

Title: **Executive Director**

Classification: **Full Time, Exempt**

Date: **September 2023**

GOAL

The goal of the Executive Director is to provide the leadership necessary to develop and maintain the organization's ability to carry out its mission of supporting and encouraging families battling pediatric cancer. The Executive Director will provide guidance, motivation, and training to TB personnel and ensure the organization operates with integrity and excellence. This position requires an honest, self-motivated, and detail-oriented person who will work hard to ensure the organization's success and improvement.

ESSENTIAL JOB FUNCTIONS

Board Relations

- Administer TB programs and activities; oversee the development of the annual work plan and annual report of activities; develop, update, and implement policies and procedures for operations in conjunction with the Board.
- Provide regular updates to the Board regarding the organization's operations and performance.
- Collaborate with the Board and others as needed to review TB's operations, provide recommendations, resolve problems, and give/receive direction.
- Coordinate meetings of the Board and its committees, and plan/set agendas.

Financial Management

- Monitor financial performance on an ongoing basis and ensure fiscal goals are being met.
- Administer funds and accounts; prepare the annual budget in coordination with the Board Treasurer; oversee the preparation of monthly and annual financial summaries for the Board.
- Approve payroll documents; approve expenditures per budget; sign checks; plan for annual and long-range utilization of funds. Coordinate the acquisition of equipment/property and conduct long-term planning for capital improvements, as needed.
- Oversee the preparation of various forms, reports, correspondence, requisitions, disbursements, purchase orders, billing statements, budgets, and/or budget allocation requests.
- Maintain up-to-date knowledge of best practices in nonprofit financial management and ensure that the organization's financial policies and procedures follow all relevant regulations and guidelines.

Development and Fundraising

- Develop and lead the implementation of a comprehensive development strategy that aligns with the organization's mission and goals, focusing on securing major gifts and individual donations, grant applications, and annual campaigns.
- Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Board of Directors and other stakeholders to engage donors and secure major donations.
- Work with the Board of Directors and other stakeholders to establish fundraising strategies and opportunities, including special events.
- Provide leadership and direction to staff and volunteers involved in fundraising and development activities, ensuring that all efforts are aligned with the organization's goals and priorities.
- Develop and implement donor stewardship plans to maintain strong relationships with donors and secure ongoing support, including regular communication, recognition, and engagement opportunities.
- Ensure that the organization raises enough funds to meet its annual goals and expand its mission reach and impact, monitoring progress toward fundraising goals and adjusting as needed.
- Maintain up-to-date knowledge of best practices in nonprofit fundraising and development, and work collaboratively with the Board of Directors and other stakeholders to continuously improve the organization's fundraising efforts.

Personnel Management

- Recruit, train, and motivate volunteers. Maintain a database and coordinate volunteer tasks and assignments. Ensure appropriate volunteer clearance procedures are followed.
- Review personnel policy manual periodically (at least annually) to ensure it stays current with any federal, state, and local laws/regulations as necessary; present recommendations to the Board.
- Foster a positive work environment and promote teamwork and collaboration, encouraging staff members to contribute their unique perspectives and talents.
- Coordinate the interview, selection, and hiring process of new employees and the end-of-employment process for outgoing TB staff, in cooperation with the TB Board and/or Personnel Committee.
- Approve employee work schedules, time sheets, and training/travel requests.
- Supervise volunteers and staff, update job descriptions, and initiate personnel actions. Provide regular feedback to staff members, both in the form of ongoing coaching and formal performance evaluations, to ensure that they are meeting performance expectations and growing in their roles.
- Model and promote the organization's values and culture, setting a high standard for integrity and ethical behavior in all interactions.

Program Responsibilities

- Manage the day-to-day operation of programs, working with staff and volunteers to ensure that programs are executed with excellence, and create the most impact for the mission of the organization.

- Evaluate program outcomes on an ongoing basis, using data and feedback from stakeholders to adjust and improve as needed.
- Ensure compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; and initiate any action necessary to correct deviations or violations.
- Maintain a comprehensive, current knowledge and awareness of applicable nonprofit regulations and recommended practices; maintain an awareness of new trends and advances in the profession; maintain professional affiliations; attend workshops and training sessions as appropriate.

Communication and Marketing

- Serve as TB's primary spokesperson.
- Ensure the creation and implementation of a communication plan that promotes the organization's programs and services to key stakeholders, including donors, volunteers, community partners, and the media, to increase awareness and support for the organization's mission.
- Ensure the creation and maintenance of the organization's brand and messaging across all channels (e.g., website, social media, etc.).
- Pursue and maintain working relationships with hospitals and other organizations to serve pediatric cancer families more effectively.

Strategic Planning

- Work with the Board of Directors and staff to develop and implement the organization's strategic plan.
- Conduct regular assessments of the organization's performance and adjust the strategic plan as needed.
- Identify opportunities for growth and expansion and develop plans to pursue them.
- Ensure that the organization's programs and activities align with the strategic plan and the organization's mission and values.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership, communication, and interpersonal skills.
- Demonstrated experience in fundraising and development.
- Knowledge of nonprofit financial management and budgeting.
- Passion for TB's mission and values.
- Ability to work collaboratively with staff, Board, donors, sponsors, and other stakeholders.
- Highly motivated, creative, ability to work independently, ability to simultaneously manage and organize multiple projects and deadlines.
- Knowledge of computer word processing, database, spreadsheet, desktop publishing, and financial accounting software and ability to operate computers; ability to utilize advisory data and information such as financial statements, operating manuals, procedures, guidelines, non-routine correspondence, laws, and regulations.

- Ability to travel overnight and/or multi-day, when necessary, to attend functions related to training or any functions for the greater good of the organization.
- Ability to pass and maintain up-to-date child abuse and criminal background clearances.

MINIMUM QUALIFICATIONS

Bachelor's Degree in organizational management, nonprofit administration, or a related field and a minimum of four years of organizational management experience, or any combination of training and experience that provides equivalent knowledge, skills, and abilities. Organizational management experience must have been acquired either through formal education or experience. A valid driver's license is required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the TB Board.

TB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, TB will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.