Executive Director

Family Foundation (Confidential) | Flexible, NY, NJ, or CT

POSTED MAY 9, 2014

**Background**

This Family Foundation is a nonprofit organization dedicated to advancing water safety through education and advocacy.

**Job Summary**

In conjunction with the founders, the Executive Director is responsible for creating the long-range strategic plan and for articulating the mission of the foundation. The Executive Director is accountable for all aspects of the foundation’s operations including planning; programming; marketing and public relations; budgeting; fundraising; community outreach; and Board development.

**Reports To**

The Executive Director will report directly to the founders of the foundation.

**Responsibilities**

Planning and Programming

* Plans and implements all programs and initiatives for the Foundation, including the review and evaluation of all current programs and the creation and planning of any future programs and initiatives.
* Develops and manages partnerships and collaborations with local and national professionals and organizations that would enhance the foundation’s goals.
* Oversees and manages water safety camps sponsored by the foundation by developing the most effective programming to reach campers, their families and community leaders to inspire ongoing life-saving water safety initiatives.  Ensures the camps are well organized and have the greatest impact possible.
* Develops the foundation as a leader in water safety, through programming and educational collaborations.

Marketing and Public Relations

* Responsible for overall marketing and branding strategies that increase awareness nationally and promote all foundation programs and initiatives.
* Cultivates and maintains positive relationships with the media locally and nationally.
* Develops partnerships and collaborations with area schools, educators, local governments, and other organizations to identify ways to be recognized as a major resource for water safety.
* Ensures the foundation website is updated regularly; properly communicates the foundation’s mission; reaches the largest target audience; and evolves as the foundation grows.

Fundraising

* Plans and implements a comprehensive fundraising program that includes an in-kind contribution strategy.
* Takes a leadership role in identifying donors, cultivating relationships, and soliciting gifts for the foundation.
* Works closely with the founders to engage them in fundraising.
* Oversees all donor-related activity including stewardship, donor record and acknowledgement systems, recognition and possible special events.

Financial Management

* Works with the founders to develop annual and multi-year budgets for foundation activities; monitors performance against budget and ensures achievement of budgeted goals.
* Works closely with the foundation’s back office partners, Foundation Source.

Board Relations

* Assists in the creation of a Board of Directors including identifying and recruiting potential board members.
* Oversees the planning of all board meetings including securing meeting space, notifying all board members, and preparing all materials and reports.
* Keeps board members informed of all relevant matters concerning the foundation.
* Engages Board members in identifying, cultivating and soliciting prospects and donors.

**Qualifications**

The ideal candidate will have the following experience and qualifications:

* Committed to the foundation’s mission.
* A passion for water and water safety is a plus.
* A warm, creative, and charismatic person, able to collaborate and work well with others and independently.
* An effective communicator, with the presence and credibility to serve as an enthusiastic spokesperson for the foundation.
* An entrepreneurial person, willing to roll up their sleeves and do what needs to be done – even if it is not in their job description.
* A proactive, high-energy person with a can-do attitude.
* Demonstrates skills in envisioning and setting strategic direction, with ability to create and implement short-term and long-range business plans.
* Enthusiasm for, and a commitment to, fundraising with measurable success in identifying, cultivating and soliciting donors, and generating other sources of revenue.
* Senior-level management and leadership responsibilities.
* Bachelor’s degree; advanced degree preferred.

**How to Apply**

Please send resume and cover letter to watersafetyed@gmail.com. No calls, please.

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