

JOB DESCRIPTION: Executive Director: Plays a vital role in all aspects of fundraising, events and development programs for the HeartGift Austin Chapter. This position will report to the CEO fulfilling short and long term goals guided by the strategic plan which is consistent with the organization's mission and overall strategic goals. This candidate will serve as the chapter staff person responsible for support and maintenance of relationship with new and existing partnerships and donor management which includes cultivation, solicitation & stewardship of current and prospective donors, corporate partners and chapter event vendors. Additionally, they will help support the chapter community impact board. The ideal candidate must have a proven track record of making donation solicitations with donors, corporate sponsors and vendors.

Reports to: CEO/Foundation

Supervisory Responsibilities: No

Full-Time – FLSA; Non-Exempt

Travel: 10-15%

Primary Responsibilities:

- Satisfy financial fundraising goals by planning, implementing, and analyzing all donor cultivation, fundraising activities and events
- Fulfill meeting goals for donor cultivation
- Solicit event sponsorships and in-kind donations
- Manage relationships & cultivation for current and prospective donors
- Manage donor/sponsor requests, pledges, contributions and acknowledgments
- Manage donor database/lists and direct mail material
- Research, draft and submit grant applications
- Planning and execution of chapter events, volunteers, oversee vendor and on-site relationships
- Ensure all commitments to donors are fulfilled through strong ethical considerations
- Work with CEO, community impact board and other key staff to implement effective, long-term strategic plan
- Identify, cultivate and manage community impact board members and monthly meetings
- Raise and build awareness of HeartGift within chapter service area
- Build media partners to obtain media coverage
- Support CEO and community impact board with other projects deemed as necessary

Administration

- Responsiveness to emails, phone calls from internal and external partners in a timely manner
- Must be able to demonstrate ability to independently lead projects from beginning to end
- Assist in preparation of budgets
- Write effective meeting reports that summarize decisions made and actions to be taken on specific projects and assignments in a timely manner

Collaboration

- Support patient coordinator with patient guardianship
- Support requests from community impact board
- Support requests and relationships of medical partners
- Open communication to ensure compliance of policies/guidelines

Knowledge, Skills and Abilities

- Proficient in email/calendar/meeting request programs/remote login/eTapestry
- Proficient in office equipment: phone system, copy machines, fax machines, etc.

Key Characteristics/Desired Competencies

- An interest in and commitment to HeartGift vision/mission
- Relationship Strategist

- Acute judgment & Confident
- Routinely takes initiative
- Strong problem-solving, priority-setting and decision-making skills
- Clear communicator, written and verbal
- Efficient with time
- Ability to manage multiple projects
- Intuitive awareness

Requirements

- Bachelor's Degree and/or a minimum of 3-5 years' experience in related field preferred
- 3-5 years proven track record in major gift fundraising, supervision, and leadership of a non-profit development team
- Attend chapter board meetings
- Attend chapter events
- Represent organization when necessary
- Some travel, nights and weekend work required

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms and climb or balance.