

**Position Description**  
**Executive Director Star Children's Charity**

**Position Summary and primary purpose** – Executive Director will have oversight for the funding, creation, and operation of the Organization. The position plans for, administers, develops, implements, and provides oversight of all fundraising activities and events in accordance with the Organization's stated mission and goals and in such a manner that optimum results are achieved in relation to the resources of the Organization and community; operates under the general direction of the Organization's Board of Directors.

**Title** - Executive Director

**Reports to** – Board of Directors

**Compensation** – Compensation package commensurate with the qualifications and experience

**Qualifications** –

- Bachelor's Degree (Marketing, Public Relations or Business concentration beneficial)
- Master's Degree preferred (may substitute 3 years experience for advanced degree)
- Certified Fund Raising Executive preferred

**Special Knowledge/Skills** –

Proven history of meeting or exceeding fundraising goals; ability to provide effective oral and written correspondence, proposals, marketing materials, grants, and solicitations; work effectively with members, committee plans, prepare monitor and evaluate budgets; manage people; and organize, plan and implement projects and activities appropriate to further the Organization goals. Strong interpersonal, presentation and communication skills. Strong computer skills, including non-profit applications, are required. A minimum of five years of fundraising and supervisory or managerial experience in not-for-profit sector or related field is required.

**MAJOR RESPONSIBILITIES AND DUTIES:**

Key Responsibility Area: **Fund Development**

- Develops, implements and provides overall direction of all fund-raising activities.
- Involves Board and Development Committee in development activities, effectively utilizes Board resources, and provides fund development training for members as appropriate.
- Participates with board members in targeted funding requests.
- Researches corporate and individual donor prospects and cultivates relationships.

- Communicates with donors, including reporting to donors on the specific use of funds.
- Facilitates fundraising activities that engage community partners.
- Conducts special events to engage community and foster increased giving.
- Provides for structured giving and other programs as appropriate.
- Researches grant opportunities, prepares grant proposals, and follows up on requests.
- Works with the Board of Directors to develop and implement a strategic plan which includes a strong fund raising initiative, support the cross-Organization collaborations that are unique to this type of Organization.
- Works with the Board of Directors to manage the Organization, fund development, public relations and communications, and strategic/tactical planning.
- Identifies and informs the Board of new funding sources.
- Personally raises a significant proportion of each year's funds.
- Develops and implements a stewardship plan

Key Responsibility Area: **Community Relations & Awareness**

- Acts to maintain highly effective community relations with beneficiaries, individuals, corporations, and small business
- Maintains effective relationships with professional and community Organizations and actively participates as a member where appropriate subject to board approval
- Serves as the primary face of the Organization to the community as staff, but utilizes board and membership where appropriate
- Interprets the function of the Organization to the community through direct involvement and public relations programs, including personal contact, literature, and the media.
- Assures development and implementation of marketing programs to support community awareness, program participation and fundraising.
- Administers orientation and training programs for Board members as appropriate.
- Maintains open lines of communications and cultivates a relationship with each board member.
- Works with the Board of Directors to raise public awareness of the Organization.

Key Responsibility Area: **General Administration**

- Engages board and staff in strategic planning, defining of mission and visioning, annual goal setting, and program planning as needed.
- Recommends policies to the Board and/or assists the Board in the formulation of policies for the effective and economical operation of the Organization.
- Ensures implementation of policies adopted by the Board.
- Assures maintenance of databases and on-going communication with all constituencies, including donors, program participants etc.
- Carries chief staff responsibility to ensure that legal obligations of the Organization are met.

- Assures preparation of annual budget and is accountable for control of these resources, once approved.
- Supervises and directs key staff, including members in the performance of their duties;
- Evaluates the performance of key staff member(s); and provides overall control and direction for the personnel function relative to budget availability and board approval.
- Follows attendance policy as assigned by supervisor.
- Other duties as assigned or necessary for the accomplishment of the objectives of the Organization.

**RELATIONSHIPS:**

- Internal: Board of Directors; Executive Committee; Staff
- External: Funding sources including individual donors, private organizations in the Collin County community, and all beneficiaries past and current.
- Extensive Collin County relationships preferred.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Work with frequent interruptions. Occasional lifting of up to 50 pounds. Prolonged use of computer and repetitive hand motions.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.