



# Family Hope Foundation

*Giving the Gift of Ability*

## **Job Description: Executive Director for Family Hope Foundation**

### **Position Overview:**

Family Hope Foundation seeks a visionary and accomplished leader to serve as the Executive Director. As Executive Director, you will provide strategic direction, oversee operations, drive fundraising efforts, and expand the organization's mission to support families and individuals with disabilities. Reporting to the Board of Directors, you will play a key role in fostering collaboration, promoting growth, and ensuring the organization's long-term sustainability.

### **Areas of Expertise/overview/qualification:**

- Leadership and Mentoring
- Nonprofit Leadership
- Strategic Planning and Analysis
- Fundraising and Planned Giving
- Philanthropic Relationship Building
- Program and Project Management
- Community Development
- Financial Acumen

### **Responsibilities:**

#### **Leadership and Strategy:**

- Lead and implement a comprehensive strategic plan that aligns with the current mission and goals and envisions and paves the way for future growth and impact.
- Lead the organization in setting priorities, defining objectives, and establishing measurable outcomes for programs.
- Provide visionary leadership to inspire staff, volunteers, and partners toward a common purpose.

#### **Fundraising and Resource Development:**

- Collaborate with the Development Director to support the organization's annual fundraising plan, which includes donor cultivation, grant writing,

endowment growth, and major gift solicitation to expand the organization's financial resources.

- Build and maintain strong relationships with donors, corporate partners, foundations, therapy partners, and community supporters.
- Explore innovative fundraising strategies and diversify revenue streams to support the organization's growth.

### **Program Development and Impact:**

- Collaborate with the program team to design and implement initiatives that address the community's evolving needs and align with the organization's vision.
- Monitor and evaluate program effectiveness by making data-driven decisions to improve outcomes and maximize impact.
- Build and maintain strong relationships with therapy partners and include onboarding new partners.
- Collaborate with staff to communicate the organization's impact and success stories to the community.

### **Financial Management and Governance:**

- Ensure responsible financial management, including budgeting, financial reporting, and compliance with regulations, to support the organization's growth objectives.
- Work closely with the Board of Directors, providing regular updates, seeking guidance on major decisions, and actively involving them in shaping the organization's strategic plan and growth.

### **Community Engagement and Partnerships:**

- Cultivate and strengthen relationships with community leaders, therapy partners, and donors to further the organization's reach, diversity, and influence.
- Identify opportunities for strategic collaborations and partnerships that align with the organization's mission.

### **Staff Management and Development:**

- Recruit, hire, and retain qualified and motivated staff and board members enthusiastic about contributing to the organization's mission.
- Provide coaching and professional development opportunities to staff members to equip them for the organization's growth.

### **Public Relations and Communications:**

- Act as the Organization's spokesperson, promoting its vision, mission, values, and impact on the community.
- Oversee the marketing and communications strategies, including social media, press releases, donor correspondence, and website content.

### **Required Qualifications:**

- 5+ years of experience working in a non-profit organization with direct responsibility for fundraising.
- Practical experience making strategic, mission-guided decisions while ensuring adherence to the best practices and standards of nonprofit financial management.
- Strong financial acumen with experience managing budgets and financial reporting.

### **Desired Qualifications:**

- Bachelor's degree in nonprofit management, communications, behavioral sciences, or related field preferred.
- Excellent organizational skills, with the ability to work independently to meet deadlines.
- Strong written and interpersonal communication skills
- Knowledge of best practices in nonprofit governance, compliance, and organizational management.
- Understanding of the management of common communications channels, including website analytics, email marketing, & social media channels.
- Familiar with Quickbooks Online, Bloomerang, or comparable CRM, WordPress, and Google tools.

### **Position Details:**

- Position Reports to Board of Directors
- Position Status: Full-Time, salaried, exempt
- Remote position, with occasional night and weekend work
- Travel required within the West Michigan community

### **Compensation Package:**

- **Competitive Salary:** Earn a salary that recognizes your expertise and experience within a range of \$65,000-\$85,000.

- **Flexible Paid Time Off (PTO):** We offer a PTO policy designed for real life, covering vacation, sick days, or personal time, ensuring you have the space to recharge.
- **Paid Holidays:** Our calendar includes paid holidays, allowing you to enjoy key festive and personal moments throughout the year.
- **Enhanced PTO Benefits:** Your dedication over time will be rewarded with additional PTO, acknowledging your ongoing commitment to our team.
- **Comprehensive Insurance Plan:** Receive a robust insurance package with significant coverage for health, dental, and vision, focusing on your and your family's health and well-being.

If you are a dynamic and compassionate leader committed to positive change and expanding the scope of impact, we invite you to apply for the position of Executive Director at Family Hope Foundation. Join our team and be a driving force in supporting families and individuals who have a disability, and also shape a broader and more influential role for the organization in our community. Your leadership will be instrumental in realizing our vision for a brighter and more inclusive future.

Family Hope Foundation employs and serves people regardless of income, race, creed, color, ethnicity, national origin, religion, sexual orientation, gender identity, gender expression, age, physical and mental ability, veteran status, military obligations, marital and family status.

**TO APPLY:**

Submit your resume and a cover letter to:

<https://www.thefamilyhopefoundation.org/employment-executive-director/>

We'll be accepting applications through February 29, 2024.