

Executive Director, Development (Houston, TX)

Role: Executive Director

Organization: National Nonprofit

Location: Must live within 50 miles of Houston, TX

Category: Full-Time/Exempt

The American Diabetes Association (ADA) is seeking an experienced fundraising professional to serve as the market leader providing overall strategy, management, planning, execution and leadership for all aspects of the mission. This includes a diversified revenue and fundraising portfolio, including local board, executive volunteer leadership, corporate partnerships, peer-to-peer, individual giving, donor stewardship, board/staff development, and finance and budget management.

The Executive Director is responsible for positioning the organization as a leader in his/her respective community as well as establishing effective partnerships and collaborations with corporations, foundations, executive leaders, corporate leaders, and other community leaders, organizations/nonprofits and supporters.

DUTIES AND RESPONSIBILITIES

Executive Volunteer Leadership

- Lead volunteer leadership recruitment, stewardship and engagement
- Create a shared vision and sense of ownership and accountability with volunteers and staff
- Lead the recruitment and management of high-performing Event Chairs, Executive Leadership Teams and Community Leadership Boards (CLB)
- In partnership with the CLB, establish business plan to achieve organizational strategic priorities, drive aggressive revenue growth and execute the mission in the community
- Maintain effective communication with the CLB to inform of progress, opportunities, issues, and challenges and establish gap plans to course-correct and achieve financial targets
- Provide and guide staff support for all event leadership and CLB committees ensuring financial goals are met

Demonstrate Leadership and Effective Management

- Able to build and manage a successful staff team that has a shared team identity where everyone has a clear understanding of the goals and how they will be achieved. Ensures their strengths are utilized to maximize the team's effectiveness.
- Understand ADA's portfolio of offerings and how those offerings relate to constituent needs.
- Align staff resources to maximize performance
- Develop annual performance expectations with staff that includes goals, objectives, inputs and outcomes
- Coach and train staff on campaign management and execution
- Model in-person best practice relationships and fundraising behaviors to all staff

- Communicate effectively and inspire others to high performance; promote accountability; drive a culture of activity, remove barriers; support others to be creative and action-oriented; anticipate needs before they appear
- Manage staff in a manner that supports a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity
- Proactively inform and assure understanding of market activities and outcomes with the Territory Vice President and others as appropriate
- Continuously work to assure market alignment with the Region, Division, and National strategic direction and established policies and procedures

Increase Area Revenue

- Recruit Best Practice Campaign Chair(s)
- Develop and drive a focus for exponential revenue growth
- Establish strategies and tactics to achieve and exceed revenue targets
- Manage personal portfolio of high priority executive volunteer leaders, corporate and major gift prospects
- Peer to peer campaign oversight and ability to manage staff to execute the fundraising components of all local fundraising campaigns
- Build diversified revenue streams including corporate partnerships, foundations, state grants, retail campaigns, and individual/major gifts
- Collaborate with colleagues across the territory and ADA to identify and maximize opportunities across the organization
- Build local donor, corporate partner, and volunteer pipelines
- Ensure effective stewardship strategies are deployed to maintain and further engage constituents
- Develop annual budget, monitor expenditures and income and forecast financial performance accurately

Position the Association as a leader in diabetes prevention and management

- Develop a thorough understanding of organizational, community and key stakeholder priorities, needs and barriers to identify appropriate partners and form alliances that significantly accelerate the development of strategic partnerships that facilitate the distribution and implementation of Association's education and programs into the communities being served
- Position the Association as the key voice on strategic task forces and diabetes coalitions at the state and local level as well as with heads of important civic organizations and faith leaders
- Identify, engage and integrate community partners to deliver ADA's community-based programs as developed by the ADA Scientific, Medical and Mission Division
- Create an advocacy strategy and build relationships with state and local government officials
- Develop effective and ongoing relationships with media

QUALIFICATIONS

- Bachelor's degree and 8-10 years of non-profit management
- Established success in fundraising and non-profit leadership

- Proven record of successful management and revenue growth
- Knowledge of product marketing/sales concepts
- Outcome-driven with ability to respond to changing circumstances and priorities
- Ability to manage and motivate groups and individuals
- Excellent oral and written communication, presentation, and interpersonal skills
- Strong market, community, and constituent perspective
- Proficient in computer-based information systems
- Ability to work some nights and weekends
- **Must live within 50 miles of Houston, TX**

Salary: \$110k - \$120k based on experience

It is the policy of the American Diabetes Association to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, pregnancy, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.

To apply or inquire, please send your CV via email to:
recruiter@brightstreetsolutions.com