

JOB DESCRIPTION

Turtle Wing Foundation Executive Director

Turtle Wing Foundation seeks an Executive Director who is a dynamic leader, an experienced manager and a skilled communicator. The Executive Director is responsible for overseeing the administration, financial management, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

Board Governance: Works with the Board of Directors in order to fulfill Turtle Wing Foundation's mission, vision and values.

- Leads Turtle Wing Foundation in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicates effectively with the Board of Directors and provides, in a timely and accurate manner, all information necessary for the Board of Directors to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support Turtle Wing Foundation's mission.
- Cultivates and solicits key donors, sponsors and community partners; as well as, manages stewardship activities for current donors, sponsors and community partners.
- Manages and executes the renewal processes for all current grants, as well as researches new grant opportunities with government agencies, corporations and foundations; prepares grant applications and monitors grant reporting.
- Responsible for the fiscal integrity of Turtle Wing Foundation, to include submission to the Board of Directors a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization Mission and Strategy: Works with the Board of Directors and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Implements and evaluates Turtle Wing Foundation programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Turtle Wing Foundation can successfully fulfill its mission into the future.
- Responsible for the enhancement of Turtle Wing Foundation's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Manages and enhances systems that allow for efficient and smooth functioning of Foundation operations, and ensures compliance with established policies and procedures.
- Develops and maintains systems to employ, develop, supervise, evaluate and compensate staff and consultants. Has hiring and termination responsibility for the Foundation's staff and consultants, as well as the ability to restructure staff's responsibilities. Creates an environment conducive to growth, learning and fully engaged performance.
- Develops and manages a personnel policies and procedures manual approved by the Board of Directors.
- Conducts annual performance reviews and presents compensation recommendations to the Board of Directors.
- Facilitates relations and communications among and between the staff and the Board of Directors.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Actual Job Responsibilities:

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Supervise and collaborate with organization staff.
3. Strategic planning and implementation.
4. Plan and manage annual budget and provide regular monitoring reports.
5. Serve as Turtle Wing Foundation's primary spokesperson to the organization's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Turtle Wing Foundation's mission.
7. Engage in fundraising and developing other revenues.
8. Prepare grant applications and monitor grant reporting.
9. Oversee marketing and other communication efforts.
10. Oversee the organization of Board and committee meetings, including agenda, report gathering and coordinating meeting details.
11. Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
12. Review and approve contracts for services.
13. Other duties as assigned by the Board of Directors.

Professional Qualifications:

- A bachelor's degree.
- Transparent and high integrity leadership.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Job Type: Full-time

Pay: Starting salary negotiable, depending on level of experience

Benefits: Paid Holidays
Paid Personal Time Off
No medical insurance

**SEND RESUME & QUESTIONS TO:
admin@turtlewingfoundation.org**