



## Executive Director Position Overview

### ABOUT NEWBORN HOPE

NBH is a 501(c)(3) nonprofit organization that supports families impacted by prematurity through education, advocacy and support programs that seek to improve outcomes for premature infants. NBH is looking for a dynamic, mission-driven leader to take us to the next phase of our strategic plan. We support a collaborative work environment to build networks and partnerships to better serve the Colorado community. The Board of Directors encourages and supports community involvement and personal growth.

For more information about Newborn Hope, our mission and programs: [www.newbornhope.org](http://www.newbornhope.org)

### POSITION SUMMARY

*The Executive Director is responsible for leadership and management of all daily operations of Newborn Hope and delivering the mission of the organization. The position reports to the Board of Directors and works closely with the Executive Committee. The Executive Director is additionally responsible for strategically growing the organization's impact, programs and funding.*

*The Executive Director position for Newborn Hope is part-time, 30 hours per week.*

### RESPONSIBILITIES TASKS & DUTIES

The major responsibilities of this position include, but are not limited to:

- Act as the primary spokesperson for the organization; establish and maintain ongoing effective communication with all stakeholders.
- Provide motivation leadership for the Board of Directors and staff.
- Ensure all activities and communications are implemented within established policies, guidelines, state and federal laws at the highest of ethical standards.
- Development and execution of an annual budget.
- Create and manage annual marketing and development fundraising plans that will increase the overall awareness and funding resources of the organization in the community.
- Provide leadership and collaboration with community partners in program development to increase scope and impact of the Premie Family Assistance Fund, NICU Consortium Partnership, and organization's grassroots initiatives.
- Monitor contracts, memorandums, and agreements with partner organizations and vendors.
- Develop data driven metrics and surveys to evaluate programs and special events, as determined by the Board of Directors.
- Collaborate with and support NBH VP of Finance / Development Associate as needed when producing financial reports.

- Carry out duties as directed by the Board of Directors.

## **COMPETENCIES**

### *Operational and Organization Leadership:*

- Manage the daily responsibilities of the organization.
- Monitor goals and outcomes as set by the strategic plan and report to the Board as to the progress.
- Ability to think creatively, making informed and educated decisions, sometimes critical in nature.

### *Fund Development and Financial Oversight:*

- Strategize to stabilize and increase funding base.
- Lead a multi-tiered approach to resource development.
- Activate the Board of Directors and volunteers in the development of community relationships for both program partners and prospective donors.
- Seek, secure and manage grant opportunities.
- Manage donor recognition and acknowledgment.
- Adhere to established policies and procedures, bylaws, guidelines, laws, and ethical standards.
- Manage special events, including sponsorship solicitation and renewals, logistics, live and silent auction, and acknowledgment records.
- Ability to work in a professional manner with a high degree of confidentiality.

### *Programs:*

- Work with the Premie Family Assistance Fund (PFAF) Committee to review grant applications monthly and process the grant awards.
- Coordinate quarterly webinars with the Leadership Committee of the NICU Consortium Partnership to bring valuable content to the membership and community.
- Organize and implement program communications for the NICU Consortium Partnership including constant contact, event registration, and speaker topics/presentations.
- Coordinate with volunteers to disseminate NBH Scent Hearts and Resting Gowns as part of grassroots initiatives.
- Collaborate with community partners and build new partnerships to effectively provide the needed programming for the community and assess existing programs.

### *Communications:*

- Maintain active involvement in the community, including the greater nonprofit community to enhance visibility and present of NBH.
- Effectively communicate the vision and strategy of the organization, and build rapport with various audiences.
- Ability to write persuasive communications to build a strong case statement for NBH and its programs and services.
- Ability to create marketing forms and letters for donor acquisition, and create sponsorship packets and marketing materials.
- Write content for website, social media, press releases, agency brochures, etc. and maintain relevance of the website and its program pages.
- Work with volunteer graphic designer to create invitations, event logos, banners, and website design that is consistent with organization brand.

## **KEY CHARACTERISTICS**

- Open-minded and inclusive

- Strategic
- Engaging and charismatic
- Strong leadership skills
- Excellent communicator
- Creative
- Good listener and relationship-builder
- Approachable
- Accountable

#### **EXPERIENCE AND EDUCATION REQUIREMENTS**

- Four-year degree in business, nonprofit, or related field.
- Three to five years related work experience in the nonprofit sector with a demonstrated track record in fundraising, grant writing, strategic management, as well as experience leading and managing people, projects, and/or programs.
- Or, an equal combination of education and work experience.
- Proficient in MS Office programs
- Ability to work from home with required computer, printer, and adequate work space.
- Flexible to talk and work with board members / volunteers at times when conducive with their schedules in order to adhere to project timelines.

If interested in learning more about this exciting and rewarding opportunity, please send your resume and cover letter to [president@newbornhope.org](mailto:president@newbornhope.org). This is a part-time position, 30 hours per week. Salary range is \$45,000 - \$52,000.