Executive Director, Westchester/Fairfield/Hudson Valley Chapter

- White Plains, NY
- Full-time

Company Description

JDRF is the leading global organization funding type 1 diabetes (T1D) research. Our strength lies in our exclusive focus and singular influence on the worldwide effort to end T1D.

Vision: A world without type 1 diabetes

Mission: Improving lives today and tomorrow by accelerating life-changing breakthroughs to cure, prevent and treat T1D and its complications

To accomplish this mission, JDRF has invested nearly $2 billion in research funding since our inception. We are an organization built on a grassroots model of people connecting in their local communities, collaborating regionally for efficiency and broader fundraising impact, and uniting on a national stage to pool resources, passion, and energy. We collaborate with academic institutions, policymakers, and corporate and industry partners to develop and deliver a pipeline of innovative therapies to people living with T1D. Our staff and volunteers in nearly 70 Chapters throughout the United States and our six international affiliates are dedicated to advocacy, community engagement and our vision of a world without T1D.

The Westchester/Fairfield/Hudson Valley Chapter plays a vital leadership role in JDRF’s success, with a chapter revenue goal of over $3.2 million in FY 2020. The Chapter has a strong, committed Board and other volunteers who are actively engaged and passionate supporters of JDRF. The Executive Director reports to the area’s Regional Director at JDRF, and partners with and works very closely with the Chapter Board.

For more information please visit jdrf.org.

Job Description

The Executive Director is responsible for creating an atmosphere for the volunteers and staff to succeed in meeting the objectives of JDRF’s mission. He or she will accomplish this through leadership, management and growth of the chapter including annual budget development, planning, implementation and evaluation of all operations and events in conjunction with the Regional Director and chapter Board of Directors. To accomplish this, the Executive Director will develop and sustain an effective volunteer Board of Directors, lead relationship building with C-suite corporate executives and major donors, and provide inspired leadership and oversight to all assigned staff.

The Westchester/Fairfield/Hudson Valley Chapter and has two offices – White Plains, NY and Norwalk, CT. In addition to the Executive Director, the Chapter staff team of 7. This includes an office manager, outreach manager and five development staff.
The Executive Director’s responsibilities will include the following:

Strategic Leadership:
- Provide inspired and motivating leadership to the staff and volunteers while planning for and delivering year over year growth by serving as a visionary for the region and assigned territory.
- Marshall the varied talents and resources available in order to meet and exceed fundraising goals.
- Develop overall goals, timelines and budgets in partnership with the Board and National Office/Regional Director, and ensure goals are achieved and performance meets or exceeds expectations.
- Understand JDRF’s core program KPIs and effectively use JDRF systems to aggressively monitor year over year trends and impact on performance.
- Maintain a comprehensive understanding of JDRF’s mission and research strategy.

Fundraising:
- Consistently deliver against established revenue/expense targets.
- Evaluate human and financial resources and develop plans which support maximum market penetration and increased efficiency.
- In conjunction with the Regional Director and with support from the volunteer leadership, develop and implement annual operational/fundraising plan.
- Develop a Stewardship plan for all levels of chapter positions to insure appreciation and ongoing relationships key to chapter success is achieved.
- Develop and execute major donor fundraising initiatives across programs in partnership with the JDRF staff partner (Leadership Giving Director). Working with volunteer leadership, actively develop and steward relationships with potential major donors.
- Identify and develop opportunities to engage C-level and other senior corporate executives in order to grow and diversify corporate sponsorship income. Provide year-round stewardship of corporate relationships, developing a more continuous approach to corporate relationships as opposed to transactional/event-specific engagement.
- Direct the cultivation and meaningful involvement of volunteers at all levels of income.
- Partner with volunteer leadership to solicit funding and other support from individuals, corporations, foundations and other sources of funding and/or influence. Develop prospect solicitation strategies and proposals.
- Provide leadership and professional staff support for donor-centered and special events fundraising programs. Work to assure the fundraising priorities of the JDRF International Board are incorporated and successfully implemented.

Board & Volunteer Development:
- Serve as the staff manager/partner to the Chapter Board, providing leadership, support, materials, reports and assistance in building and implementing annual plans and ensuring the on-going development of a strong and engaged Board.
- Develop and maintain processes and procedures that promote a good working relationship between staff teams and volunteer leadership.
- Serve as co-chair of the nominating process and provide direct support and leadership in attracting and retaining high-impact board members.
- Keep Chapter Board leadership current on all JDRF International Office communications and programs.

Community Development and Public Outreach:
- Serve as the Chapter’s primary staff representative of JDRF in the community; build strategic relationships with stakeholders and donors on behalf of JDRF and expand JDRF’s footprint in the philanthropic community.
• Provide leadership for the cultivation of productive relationships with the media and various constituent and related groups including professional, educational and political leadership.
• Through chapter staff, ensure support for JDRF’s Public Outreach Programs (e.g. Family Network activities, Type One Nation Summit, Bag of Hope, Coffees, etc.)
• Assist the Government Relations Committee as a source of information about the market’s state/district and membership; provide assistance to the Advocacy team chair. Act as a liaison between the JDRF International government relations office and the local market.

Staff and Financial Management and Development:
• Direct and manage resources including staff and volunteers. Cultivate and sustain a strong team-oriented culture, with an emphasis on collaboration, results and accountability.
• Model JDRF Volunteer/Staff Partnership including staff to staff/volunteer to volunteer management.
• Accountable for the development, management, and attainment of annual budgets, the maintenance of its fiscal records, and the timely and accurate submission of JDRF financial and forecast reports. Ensure efficient and appropriate utilization of JDRF equipment and facilities.
• Ensure that staff and volunteers follow guidelines necessary to achieve no significant or repeat violations on Internal Audits.
• Perform and/or facilitate personnel management functions in accordance with JDRF policies and procedures, including, but not limited to performance management, training, supervision and hiring/termination.
• Ensure and oversee the preparation of Chapter status reports, plans and activities. Ensure confidentiality and security of all information under supervision.

Liaison with International Office:
• Represent JDRF International Office at designated functions as a JDRF professional and attend meetings as requested.
• Represent interests, professionalism and integrity of JDRF in all activities and relationships through a unified message of the JDRF mission and a commitment to organizational standards and leadership by personal example.
• Ensure that the policies adopted by JDRF are understood and followed by all staff.
• Provide leadership in building confidence and a strong working relationship between the field offices and the International office.

Qualifications
KEYCRITERIA:
• Minimum of 10 years of professional non-profit fundraising experience, with a clear record of achievement in a complex, mission-driven organization; 5-7 years in a supervisory capacity. For-profit experience combined with non-profit experience will be considered.
• Record of success in a fundraising leadership role, particularly in large scale events (walk, gala, etc.) and major gifts ($10,000+). Consultative sales experience a strong plus.
• Experience and ability to partner with strong and active volunteer leaders is critical, as is the ability to work successfully with a large network of passionate volunteers.
• Strong skills in the identification, cultivation, solicitation and on-going stewardship of major individual donors and corporate partners. Strong sales aptitude- the ability to build rapport and trust, make the ask, and maintain long-term relationships.
• Exceptional management skills and the ability to inspire, lead and motivate a talented staff team; develop and sustain an inclusive and respectful work environment through all interactions with staff. Commitment to staff development and ability to create career/development plans for staff, with a view toward retaining a talented team.
• Team player that has the experience and ability to interface with all levels of staff and volunteers. Must develop, grow, manage, and utilize relationships. Capability to leverage relationships and negotiate agreements.
• Ability to develop and successfully maintain an extensive network of strategic relationships (donors, volunteers, community partners, etc.) in the local market and other markets in the Chapter area. Existing network in the local market a plus.
• Experience leading through and managing change.
• Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, human behavior and performance, and coordination of people and resources. Proficiency in non-profit fiscal and strategic management.
• Bachelor’s degree required.

PERSONAL / PROFESSIONAL ATTRIBUTES:
• High degree of energy, integrity, courage and creativity as well as the intellectual, organizational, and personal qualities to quickly earn respect and cooperation from all program constituencies.
• High capacity to assess the value, importance, and/or quality of activities and people.
• High level of comfort communicating complex information (e.g. JDRF research, goals, etc.) to a wide range of audiences, from high-net worth individuals to corporate and governmental leaders, the press and the public.
• Superior active listening, analytical, and problem-solving skills.
• Effectively multi-task, establishes priorities, and work in a fast-paced environment. Highly efficient in time management and can meet deadlines under pressure. Ability to work and make judgments independently and take initiative. Well-disciplined and a self-starter that is extremely resourceful.
• Talent for and commitment to working with and through others.
• Executive presence.
• Ability to be a passionate spokesperson/representative of JDRF’s mission.
• Honesty, sincerity and authenticity.
• High emotional IQ.
• Proven track record of success and stability.
• Evening and weekend work required as needed.
• Ability to travel locally required. Occasional overnight travel as needed.

Additional information
For a complete position description or to apply, please submit your resume and cover letter with salary requirements to JDRF by clicking the job URL https://smrtr.io/3PfKN

JDRF International is an Equal Opportunity Employer.