



## **JOB DESCRIPTION**

### **Executive Director**

#### **General Purpose:**

Responsible for directing fund-raising, community awareness and other initiatives of the [Floyd Memorial Foundation](#) (FMF) and for promoting support for FMF in the community.

The Executive Director will assure funds are raised and utilized in accordance with applicable laws, regulations and donor's wishes.

This position will be in person with the flexibility to work remotely.

#### **About Floyd Memorial Foundation**

Since 1978, we have led the effort to provide philanthropic support to our local hospital and Southern Indiana healthcare initiatives that enhance the quality of care provided to our community.

#### **Our Mission**

The Floyd Memorial Foundation is a 501 (c) (3) non-profit organization founded in 1978 by Floyd County community leaders to support and longevity of our local hospital.

The mission of the Floyd Memorial Foundation is to provide philanthropic support to Baptist Health Floyd and Southern Indiana healthcare initiatives that enhance the quality of care provided to our community. By raising funds through various fundraising avenues for healthcare needs and serving as an ambassador for the hospital, the Foundation underscores its mission of assisting the hospital in attaining its goal of quality healthcare delivery.

The Foundation provides financial support for effective and vital resources that reinforce quality patient care, medical career scholarships, medical equipment and supplies, community screening programs, and community awareness programs in order to maintain the quality of effective care provided by Baptist Health Floyd to its patients. The Foundation is also dedicated to ensuring that quality care is available to Southern Indiana residents from healthcare agencies not affiliated with the hospital that serve the community.

#### **Executive Director Roles and Responsibilities**

- Fundraising
  - Implements fund raising techniques such as writing letters, printed literature and reports, meeting with donors, and participating in community affairs;
  - Responsible for assisting in planning, coordinating, and executing fundraising activities for the Foundation to meet annual fund development goals of the department;
  - Responsible for identifying potential donors for major gifts, planned giving, and capital campaigns;
  - Plans, organizes and executes events of the Foundation;

- Responsible for maintaining an effective system of donor cumulative and pledged gifts; issuing of gift receipts and pledge reminders;
  - Develops networks with community leaders to enlist support for the Foundation;
  - Responsible for the stewardship and reporting of donor gifts
- Community Relations
  - Participate in community functions, both during and after normal business hours;
  - Join and participate in community organizations throughout the FMF region
- Administrative Support
  - Responsible for investigating and compiling grant requests for the benefits of the hospital and foundation;
  - Responsible for current FMF programming;
  - Responsible for executing the investment of funds of the Foundation consistent with the Investment Policies and utilizing guidance from investor advisors;
  - Responsible for the recruitment of new FMF Board members annually
- Budget/Financial
  - Plans and controls the budget process for the Foundation consistent with the strategic direction of the FMF Board of Advisors
  - Maintains, communicates and applies current knowledge regarding IRS regulations as applies to affiliated, non-profit groups, fund development, Board development and financial, accounting and investment management
  - Responsible for monthly financial reports of the Foundation as well as periodic reports to the Indiana Department of Revenue, Sales Tax Division, Charitable Gaming Commission, and the IRS
- Operations
  - Responsible for the orientation of new members of the Foundation (staff and board members);
  - Develops long, intermediate, and short-range plans for the FMF consistent with the Strategic Plan;
  - Speaks in public forums on behalf of the Floyd Memorial Foundation
  - Follows compliance with all laws regulations, and guidelines of federal and state programs with an emphasis on prevention of fraud, waste, and abuse
- Other duties as assigned

### **Minimum Requirements:**

#### ***Education***

Bachelor's Degree from a regionally accredited college in business, philanthropy, communication, or similar discipline.

Course work in philanthropy, communications, marketing, or business

#### ***Experience***

Minimum of five (5) years' experience in fundraising and philanthropy ; knowledge of



community health or healthcare is beneficial

***Knowledge/Skills***

- Expertise with fundraising management and strategic planning
- Demonstrated skills in management
- Proven ability to provide leadership in a variety of settings and situations
- Ability to communicate effectively, both verbally and in writing with peers, superiors, employees, medical staff members, and members of the community
- Ability to manage multiple projects simultaneously, to prioritize, and to successfully manage complex situations
- High level of interpersonal/relationship building skills with different professionals and socioeconomic levels
- Knowledge/experience with computers and multiple types of applications (Word, Excel, QuickBooks, any Donor Maintenance System)
- Ability to maintain confidential information of all types
- Ability to work with volunteers and community business leaders
- Ability to motivate individuals/groups

***Other Requirements***

- Must have an impeccable character and reputation
- Must be independent and a self-starter
- Must be Personable/comfortable meeting new people
- Must be sincere, open, and honest
- Must be active in and respected by members of the community

**Accommodations:**

Reasonable accommodations will be made to enable a qualified individual with a disability to perform the non-essential or essential functions of this job. All accommodations will be investigated on an individual basis with the needs of the department and current staff resources considered. Accommodations will not be made that compromise the safety and health of any employee.

The Floyd Memorial Foudnation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.