



Executive Director Job Description

Position Title: Executive Director

Reports To: Board of Directors

Organization Overview: Birdies4Brains is a MN based 501c3 established in 2012. The organization raises money to help individuals and families who are suffering from the effects of brain injury. The organization has had substantial growth and now seeks a professional to assume management and control for growing the organization going forward. www.b4bmn.org

Position Overview: Responsible for overseeing all aspects of Birdies4Brains and implementing the strategic goals and objectives of the organization, while supporting the Board of Directors to fulfill its governance function. The Executive Director will give direction and leadership toward the achievement of the organization's mission, culture, strategy, and continue to seek expansion and sponsorship opportunities.

The Executive Director role is starting as a part-time paid staff position and can move to a full-time position as the organization grows, and the responsibilities include the following:

Responsibilities:

- Develop and Execute Strategic Plan
 - Collaborate with the board to come up with a strategic plan with goals for the future growth and success of the organization
 - Ensure alignment with the mission and vision of the organization
 - Develop goals and objectives to ensure effective execution of strategy
- Oversee Program Operations
 - Seek out opportunities to partner with aligned organizations
 - Manage and facilitate contact with current partners to ensure monetary donations are being used to support mission of the organization
- Oversee Fundraising
 - Lead and organize fundraising events, including, but not limited to: Hiring vendors, managing event committees and the event budget. Tracking ticket sales, invoices, attendees, pre-registration, and sponsorships. Help with logistics, including registration, set up, tear down, etc.
 - Oversee fundraising, planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and administrating fundraising records and documentation
- Marketing and Administrative Duties
 - Maintain social media presence on all available platforms
 - Pursue all avenues of marketing that will promote the expansion of the organization for grants and sponsorship opportunities



Birdies4Brains

- o Monitor and manage B4B email account by responding to inquiries, managing grant requests, and resolving payment discrepancies
- o Other necessary tasks as needed to ensure the successful operation of the organization
- The Executive Director, with assistance of the Treasurer of the Board, recommends the yearly budget for the Board's approval, and manages the organizations resources within those budget guidelines according to the current laws and regulations.

Qualifications/Skills:

- Passion for the mission of the organization
- Strong leadership and management skills
- Ability to multi-task and take initiative
- Strong event management and project management skills
- Tech savvy with robust experience managing Google Suite (Gmail, GoogleDocs, GoogleSheets, etc.), creating social media/website content using Canva or similar platforms, managing and posting content to social media platforms (i.e. LinkedIn, Facebook, Instagram, Twitter, YouTube), and updating/creating content for www.b4bmn.org (a Wix website) platform. Experience with fundraising platforms such as PledgeIt and ClickBid is a plus.
- Creative problem-solving skills and can work independently
- Enthusiastic, dynamic, and flexible
- Transparent and acts with high integrity
- Experience and comfort working with a Board of Directors
- Active fundraising experience that demonstrates excellent relationship skills and understanding of the funding community
- Strong communication skills. Accomplished and influential public speaker with the ability to proficiently craft impactful messages, and effectively compose all forms of communications supporting the operational needs
- Exercises wisdom and sound judgment. Has broad and relevant base of knowledge and ability to address complex issues
- Visionary leader with ability to anticipate and address unforeseen challenges
- Demonstrates strong financial and business acumen. Creative strategic planning skills with proven ability to engage team in effectively executing the strategy

The Executive Director, according to the laws of the State of Minnesota, may serve on the Board of Directors as a voting member, but will have no voting power over matters that would be considered a conflict of interest in nature, such as monetary compensation or hiring for this position.

The Executive Director position is ongoing. There will be an annual review with the President of the Board of Directors to evaluate responsibilities and the potential need for additional advisors or other consultants in order to maintain the quality of the organization's mission and strategic goals.