



Nathan Littauer Foundation, Inc.

A Foundation for the Future

99 East State Street ■ Gloversville, New York 12078
518-773-5505

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

POSITION SUMMARY:

The Executive Director of the Nathan Littauer Foundation, Inc., is the chief development officer reporting directly to the President and CEO of Nathan Littauer Hospital and Nursing Home and to the Chair of the Board of Directors of the Foundation. The Executive Director is responsible for leading and strengthening a comprehensive fundraising program in support of the Foundation's mission and goals. Specific emphasis is focused on annual giving, major giving, planned giving, grants and fundraising events. The Executive Director will strive to build a greater understanding and support for both the Hospital's and Foundation's mission, vision and goals in the region. The Executive Director is an ex-officio member of the Nathan Littauer Foundation Board of Directors and is also a member of the Senior Management Team of Nathan Littauer Hospital and Nursing Home.

DUTIES AND RESPONSIBILITIES:

- Develop and maintain a five-year strategic plan for the Nathan Littauer Foundation in conjunction with the Foundation Board.
- Develop annual measurable objectives in the areas of annual giving, special events, capital projects and campaign donations, planned giving and grant awards to support reaching the five-year strategic plan goals.
- Establish and oversee policies and procedures related to the implementation and management of an effective and professional fundraising program.
- Serve as the principal architect of the Foundation's fundraising programs and activities and provide its primary leadership.
- Develop and manage a program to integrate the Hospital President and CEO, the Foundation Board Chair, Board members and key volunteers into the Foundation fundraising process. Work with the Hospital President and CEO to effectively inform the Hospital Board of Directors on Foundation activities.

- Be aware of grant opportunities and effectively respond to them with requests and proposals.
- Conduct research to identify major donor prospects and obtain information concerning financial capacity, special interests, past history and current connections with Nathan Littauer Hospital.
- Maintain an active portfolio of major donor prospects and be responsible for a program of personal visits, relationship development, solicitation and stewardship activities.
- Develop, maintain and strengthen a program of planned giving through personal contact, seminars, brochures, newsletters, etc., to reach goals and objectives.
- Develop and oversee all Foundation communications and messaging.
- Serve as the Foundation's primary advocate and spokesperson in the local and regional community and, therefore, increase awareness, understanding and appreciation of the Foundation, the Hospital, the Nursing Home, the Primary Care Centers and all aspects of the Nathan Littauer organization.
- Ensure that donor directives and wishes are upheld.
- Ensure that all donor records and files are maintained, kept confidential and are protected on paper and/or in a donor database.
- Prepare and manage an annual operating and capital budget in conjunction with the Foundation Board and the Hospital CFO.
- Effectively and efficiently manage staff.
- Participate in community activities, Hospital and Foundation committees, and other endeavors to become integrated into the community and Hospital.
- Perform other duties as assigned by the Hospital President and CEO and/or the Foundation Board Chair.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrate a record of:
 - continuing involvement in professional activities;
 - collegial behavior;
 - working independently and as an effective team member; and
 - setting and meeting deadlines and goals

- Excellent analytical, organizational, management and communication skills, both oral and written.
- Computer skills required to manage fundraising and donor databases.
- Demonstrated ability to build effective and collaborative relationships with a wide set of constituencies.
- Demonstrated ability to multi-task.
- Demonstrated knowledge and/or experience in all phases of Foundation work.
- Demonstrated track record of solid accomplishment in fundraising.

QUALIFICATIONS:

- Bachelor's degree required, advanced degree preferred. A degree in marketing/business/public relations/communications may be helpful.
- Minimum of five years of increasingly responsible fundraising experience, preferably in a healthcare setting with evidence of continued growth through education and participation in professional fundraising organizations.
- Certification or CFRE helpful.