

The Emerge Foundation

Job Description

Role: FOUNDATION EXECUTIVE DIRECTOR

The Emerge Foundation seeks a resourceful, self-motivated, experienced and articulate Foundation Executive Director. The ideal candidate embraces forward-looking and collaborative approaches to raising funds that support programs for individuals who face communication challenges, with a specific focus on children with autism. As a nascent foundation, the Executive Director will be responsible for building and launching the Foundation, including initiating ambitious fundraising strategies. The Foundation will primarily support The Emerge Center and The Emerge School for Autism, with the potential to support future programs implemented by diverse partner institutions. The Foundation Executive Director reports to the Foundation's Board of Directors and works closely with the leadership of The Emerge Center and The Emerge School for Autism.

Essential functions

1. Fundraising Strategy and Management:

- Build the structure of the Emerge Foundation working closely with the Foundation Board and the Executive Director of The Emerge Center.
- Establish effective strategies to maximize revenue through major giving, including planned gifts, for the organization.
- Develop and implement plans for increased cultivation of large grants from regional and national foundations.
- Work with leadership to design and implement innovative strategies for increased fundraising and alternative revenue generation.
- Monitor, evaluate, and report on major gift performance on a frequent basis.
- Manage annual Board solicitations in consultation with the Board Chair.
- Identify potential Board members with the capacity to network and participate in effective fundraising efforts.
- Maintain a personal portfolio of individual and corporate donors and prospects with a giving capacity of six figures and above.
- Lead all donor cultivation and solicitation activities in a systematic and measured way, knowing when to leverage The Emerge Center Executive Director, Board members, and program staff, as needed.

2. Public Relations and Communications:

- Coordinate with fundraising and communications staff to institute and ensure consistent, powerful, and clear messaging aligned with Emerge's mission, history, and culture throughout the entire fundraising and outreach platform.
- Represent the Foundation effectively and ensure that all Foundation staff do as well.
- Develop positive relationships and work effectively with the media.
- Meet regularly with communications and outreach departments to monitor activity and assist with planning and implementation.
- Work with Social Media and Marketing staff to produce impactful messaging and delivery of marketing materials.

3. Research, Program Development, and Strategic Partnerships:

- Research advances in innovative fundraising and revenue generation for non-profits to inform future development programming.
- Pursue grants for research and leverage evaluation and findings for impact and donor cultivation.
- Identify and manage strategic partnerships to maximize the work of the Emerge Center, School, and Foundation including in research.
- Drive innovative thinking in the ecosystem, including through convening stakeholders to generate new ideas and research, beta testing new approaches to develop impactful programming.

4. Financial Administration and Governance:

- Work effectively with the Foundation Board, and leadership of The Emerge Center and The Emerge School for Autism, as well as any advisors.
- Work collaboratively with Emerge leadership to establish accountability standards and systems that track the Foundation's effectiveness and impact including accurate grant management.
- Monitor and help develop program expense budgets to ensure effective coding of donations and program expenses.

5. Leadership and Team Management:

- Lead strategic thinking and planning efforts.
- Create a positive and productive work environment in which learning is continuous.
- Create and maintain organizational culture in line with the values of Emerge.
- Embody the organization's vision in all work, and lead socialization of shared vision and mission across all staff, board and partners.
- Supervise fundraising staff, ensuring that team members receive adequate direction and oversight to maximize their individual potential.
- Ensure that fundraising staff shares a common vision of the manner in which core job responsibilities and annual & campaign revenue targets achieve overall benefit for the organization.

Professional Experience, Qualifications and Skills

- A Bachelor's or Master's degree (or equivalent experience).
- A minimum of eight to ten years of experience in fundraising, with at least three years of experience in a supervisory fundraising role.
- A strong understanding of best practices in development areas (Major and Planned Gifts, Corporate and Foundation Grants, Direct Mail, and Events) and strategies to build synergies across these areas.
- Demonstrated success in building strong donor relationships and securing major gifts from individuals (including six figures and above).
- Experience in securing foundation and/or government grants to support program work.
- Demonstrated experience in building effective fundraising capacity within an organization.
- Exceptional oral and written communication skills.
- Working knowledge of tax laws related to charitable contributions of cash, property, and securities.
- Strong computer skills, including MS Office, nonprofit CRMs, and donor research tools.
- Strong understanding of service provision around early childhood developmental delays, particularly autism.

Additional Attributes:

- Works well as a team player.
- Ability to work well with organizational leadership including the Board of Directors and leadership of The Emerge Center and The Emerge School for Autism.
- Ability to make clear and timely decisions.
- Ability to thrive in a "small shop" environment.
- Ability to travel as needed to cultivate donor relationships.

How to Apply

Please submit the following to jobs@emergela.org

- A cover letter explaining
 - Your experience
 - Why you are a good fit for this role
 - Why you wish to join the Emerge team
- Resume/Curriculum Vitae
- 3 Professional References

*Applications due: **June 15, 2017***