



Executive Director

Overall Objective: The Executive Director's primary responsibility is to provide leadership, direction and supervision of the organization's strategic plan, staff, and operating procedures. Other key duties include financial/fundraising, marketing/public relations, program oversight and advocacy.

General Responsibilities:

- Represents the Foundation to various audiences in a professional manner consistent with the image and mission of the organization
- Represent the Foundation to other foundations, philanthropic support organizations, and grantees.
- Create and maintain strong relationships with nonprofit organizations and community leaders throughout the region to understand and articulate evolving needs in the county and region;
- Be a respected leader representing the Foundation locally, regionally, and nationally, and demonstrate the ability to partner across racial, economic, ethnic, and geographic differences with authenticity;
- Maintain a high level of knowledge on issues and regulation applicable to charitable giving (accounting, legal, investment, etc.);
- Network in community and participate in partnerships/collaborative opportunities with other Grantmakers and nonprofit organizations, as appropriate.
- Ensures compliance with government, legal, and insurance policies
- Represent the Foundation in the community at large; at public and private events, grantee events, public hearings, panels, and various other engagements
- Keeps in touch with the needs of clients and shows initiative to offer solutions and care within the organization's mission
- Oversee budgeting, investments, the annual financial audit, tax filings, and maintenance of correct and complete records required for the healthy operation of the Foundation;

Fundraising Responsibilities:

- Responsible for fundraising and developing other revenues necessary to support HTF's mission
- Develop and execute a robust fundraising strategy, including the identification of new sources of funding, enhancing sustainability, and strengthening fundraising initiatives including grants, contracts, sponsorships, and donations
- Ensure that personnel, client, donor, and volunteer files are securely store and privacy/confidentiality is maintained
- Ensure that HTF has the adequate funds to carry out its work
- Oversee efforts for fundraising and developing other resources, such as community partnerships, grants and individuals or outside organizations, to support HTF's mission



Administrative Responsibilities:

- Oversee the efficient and effective day-to-day operation of the organization
- Oversee the creation and maintenance of policies, procedures, and standard operating procedures
- Responsible for management, hiring/firing of staff, for ongoing evaluation, training, and for implementation of annual salaries in consultation with the board.
- Manage the day-to-day operations of the Foundation including overseeing grant administration, program management, and operations and ensure compliance with all policies as well as legal and contractual obligations;
- Work closely with a highly qualified and motivated professional staff and volunteers; foster open communications and a collaborative spirit;

Board and Governance Responsibilities:

- Arrange and attend board meetings and activities including preparing facilities and agenda; oversee materials development; implement board directives; communicate with the Board between meetings;
- Work closely with the Board Chair to understand and advance appropriate board governance; maintain clear lines of communication and provide well-defined opportunities for board engagement;
- Identify, assess and inform the Board of Directors of internal and external issues that affect the organization;
- Work with the Board and investment advisors to ensure that the Foundation's investments and financial management are effective and appropriately aligned with the Foundation's vision and mission;
- Assist and support the Board in its strategic planning and establishes objectives based on goals and budget considerations agreed upon by the Board;

Preferred Experience:

- Experience working with a Board;
- Four-year bachelor's degree minimum or 10+ years of non-profit experience
- Strong written and oral skills; well-developed interpersonal skills; experience as the spokesperson of an organization
- Experience in publications and communications;
- Proficient in Google
- Grant writing experience;
- Clearly demonstrated knowledge and experience in philanthropy, development, public policy, governance and board development;
- Familiarity with the local nonprofit landscape;
- Ability to accurately assess nonprofit leadership, operational, and financial capacity and perform other due diligence required;



- Experience in strong financial and organizational management; knowledge of financial instruments, rules, regulations, and standards for family foundations;
- Evidence of developing and implementing strategy by being a strategic thinker, planner, and executor with an inclusive operating style that encourages engagement; history of strong collaboration and actively seeking strategic partnerships;
- A strong and demonstrable background in scaling a nonprofit or business is preferred

Salary:

- \$60,000/year
 - Benefits include:
 - Flexible work schedule
 - Hybrid model
 - Paid Time Off
 - Paid Holidays

More About Hang Tough: The Hang Tough Foundation builds community and engages families through support and meaningful experiences during their journey with childhood illness and special needs.

Equal Opportunity Employer: Hang Tough Foundation (HTF) does not, and shall not discriminate on the basis of race, color, nation origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability (physical or mental), age (18 and older), genetic information, marital status, sexual orientation, gender identity, military status in any of its activities or operations. All qualified applicants will be given equal opportunity, and selection decisions will be based on job related factors. HTF is committed to providing an inclusive and welcoming environment for its staff and volunteers.

Please mail or email a resume and a cover letter describing your qualifications and interest in the position.

Hang Tough Foundation
3361 Raymond Diehl Business Lane Road
Tallahassee, FL 32308

Email: info@hangtoughfoundation.org

Position intended start date is October 1, 2022 in efforts to include three months training with the current Executive Director. However, this position will remain open until filled.