



Mildred's Dream Foundation is seeking a mission-driven and entrepreneurial-minded Executive Director to join our team and guide the organization forward by overseeing all operational, financial, and technical aspects of the organization. This individual will operate as the key management leader of the organization developing a strategic vision, driving fundraising, and fostering partner and donor relations reporting to the Board of Directors.

Executive strategic leadership responsibilities include:

- Energizing both internal and external stakeholders around the mission and impact of MDF.
- Creating and implementing an outreach plan for existing donors and cultivating new donors.
- In collaboration with the Board of Directors, establishing and implementing the strategic roadmap for the organization.
- Expanding fundraising efforts to support and grow MDF grant opportunities.
- Working with the grants committee to attract viable applicants, establish an effective and repeatable process, and determine the appropriate allocation of funds.
- Implementing operational structure for tracking MDF's progress against agreed upon success criteria.
- Providing leadership to and managing the efforts of the team to ensure appropriate support of events and initiatives.
- Preparing accurate financial reports for the Board of Directors, and leading annual budget reviews.
- Ensuring we hit our annual fundraising goals and continuing to build our donor base for future success.

Marketing responsibilities include:

- Driving brand awareness of MDF within the community including partner organizations, donors, volunteers, and others.
- Conducting market research to improve the way MDF positions itself to drive organizational growth.
- Overseeing content for MDF's social media channels.
- Working with the Event Director to plan and execute all events.

Requirements and skills

- Proven development experience in a non-profit organization.
- Significant experience running fundraising initiatives.
- Strong knowledge of financials and how to build financial forecasting documents for the Board of Directors.
- Experience managing donor database and reporting on various fundraising platforms.
- Relevant training and/or certifications in non-profit development.