



EXECUTIVE DIRECTOR JOB DESCRIPTION

Summary

The national Lung Transplant Foundation (LTF), a nonprofit foundation whose mission is to support and advocate for lung transplant research, and to provide education and mentorship support for lung transplant recipients and their caregivers, seeks an experienced Executive Director with non-profit chief executive and fundraising experience. This is a fully remote position with some airline travel required. Also, while infrequent, some evening and weekend hours may be required to accommodate Executive Committee and/or Board of Director meetings.

Job Requirements:

Leadership

- Assist in implementation of the organization's strategic plan
- Bring expertise and vision to grow and develop the organization
- Hire, supervise, and manage staff members and volunteers
- Partner with other organizations to advocate for increased public awareness and research needs for the lung transplant community
- Supervise and support the various Lung Transplant Foundation programs; including but not limited to the mentorship program, Transplant Talk, BOS Education Day, Lung Transplant Awareness Day, and Advocacy/community organizing projects
- Cultivate relationships and collaboration with organizations involved in pre and post-lung transplant services and research

Fundraising

- Develop and implement a comprehensive fundraising plan for individual, corporate, and foundation funding
- Identify, recruit, and steward prospective and current donors
- Guide and direct fundraising activities of the Board
- Plan and implement fundraising campaigns
- Identify and apply for grants
- Advance the development of fundraising via social media platforms

Fiscal Management

- Work with Treasurer and bookkeeper to maintain all financial records in accordance with federal and state laws
- Develop an annual budget with the Executive Committee for Board approval
- Provide quarterly YTD-Budget reconciliation to Executive Committee and/or Board

Strategic Planning & Board Governance

- Actively engage with the Board to fulfill LTF's mission
- Identify opportunities for growth and improvement of the foundation

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- Communicate effectively with the Board, providing timely and accurate information to help make informed decisions
- Assist with documentation needed for charitable organization filings with various states
- Ensure Board is trained on organizational policies and programs

Communications

- Development of marketing and promotional materials, both print and electronic
- Identify and procure resources to develop annual promotions and events calendar

Advocacy

- Develop and implement community organizing strategies at both the local and federal level
- Recruit, supervise, and support staff and volunteers engaging in patient advocacy projects

Skills and Experience Required

- Bachelor's degree or higher from an accredited college or university in relevant field such as Business Administration, Public Administration, Non-Profit Management, Social Work, Public Health, or equivalent life experience
- A minimum of 5 years of professional experience in a nonprofit organization with experience in management, administration, volunteer and Board Member recruitment, fundraising proficiency, marketing, and development planning with a Board of Directors
- Proficiency in Google Suite
- Experience with email marketing and survey platforms such as Constant Contact and Survey Monkey
- Experience with Social Media postings and measuring outcomes
- Experience with donor management software (particularly Bloomerang)
- Ability to work independently from home
- Excellent organizational and communication skills

Compensation

Salary and overall compensation will be commensurate with the experience and background of the successful candidate. We expect the annual salary for this position to be within the range of \$75,000 to \$110,000, with the potential for a discretionary annual performance bonus. Actual salary will be determined based on experience, skill set and geography of the candidate.



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Application Process

Submit cover letter and resume to both the Executive Committee at info@lungtransplantfoundation.org and to the interim Executive Director, Tim Berger, at tberger@lungtransplantfoundation.org.

It is the policy of Lung Transplant Foundation to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual orientation, age, or disability.