National Scleroderma Foundation

Position Description

DATE: July 9, 2024

TITLE: Executive Director, Tristate Chapter

DIRECT SUPERVISOR: Senior Director, Chapter Operations

LOCATION: Must reside in Connecticut, New York, or Northern New Jersey

ABOUT THE FOUNDATION: The National Scleroderma Foundation is a 501(c)(3) charitable organization founded to advance medical research, promote disease awareness, and provide support and education to people with scleroderma. Supported by a network of thousands of individuals across the United States, the Foundation aims to help people living with scleroderma find their best path.

ABOUT THE CHAPTER: The Tristate Chapter provides programs and services for people living with scleroderma, their families, caregivers, and support systems in the states of Connecticut, New York, and Northern New Jersey. The Chapter’s signature programs include an annual educational forum, Stepping Out to Cure scleroderma walks, and regular support group meetings.

POSITION DESCRIPTION SUMMARY: The Tristate Chapter Executive Director is charged with managing the programs and activities of the Tristate chapter, including staff and volunteer leadership, as well as fiscal management/oversight. This position is based in the region and works closely with chapter leadership to execute the annual work plan and deliver on the Foundation’s mission to support people living with scleroderma in the chapter’s service area.

DUTIES AND RESPONSIBILITIES

- Oversee administration of all Chapter activities, programs, and events, including budgeting, planning, execution, and evaluation.

- Provide leadership for fundraising in support of the mission:
  - A champion for fundraising strategy and best practices
  - Motivating volunteers to support fundraising efforts
  - Routinely monitoring and reporting to stakeholders on fundraising progress
  - In partnership with the National development team, provide support to volunteers in all aspects of fundraising, including training, outreach, and engagement
- Present gift opportunities to donors across all constituencies
- Support National major gifts officers on solicitations as needed
- Promote the case for support at local and regional meetings and events
- Annually assess all fundraising activities for efficacy, and grow the local fundraising program with new strategies

- Oversee the development and reporting of the annual Chapter budget
  - Development and analysis of the annual Chapter budget
  - Routine monitoring of program vs. administrative expenses to ensure Chapter efficiency
  - Regular variance reporting and analysis of cash flows and maintaining accountability
  - Annual review of staff time allocations

- Identify, recruit, and train volunteers to serve on Chapter committees.

- Provide guidance, consultation, and support to committees, support groups, and appropriate working groups and task forces so they may successfully initiate, implement, and complete their work and projects.

- Serve as the primary contact for the Chapter Advisory Committee and National Scleroderma Foundation.

- Assist with preparation and planning for all Chapter meetings and conferences.

- Attend all Chapter Advisory Committee meetings as a representative of the Foundation; work with senior leaders and staff to prepare relevant background materials and presentations as needed.

- In partnership with the National Scleroderma Foundation, lead the Chapter in its work to fulfill the mission and goals of the Foundation in accordance with the strategic plan.

- Coordinate all project development for the Chapter to conform to the planning and budgeting schedule of the NSF and integrate with organizational capacity (i.e., accounting, information systems, etc.).

- Represent the Foundation at both internal and external meetings, such as Leadership Day, as well as meetings with other non-profit organizations.

- Routinely monitor compliance with existing policies and procedures to ensure transparency with respect to best practices and continuity across all programmatic areas.

- Formulate and recommend to the Sr. Director modifications to existing policy and
formulations of new policy that will further the attainment of the objectives of the Foundation.

- Champion efforts to promote member interest and participation in Foundation programs using communication vehicles of the Foundation, as well as personal contact/outreach with Chapter members and donors.

- Partner with National office departments and divisions, and lead efforts to coordinate activities as appropriate; participate in general National Scleroderma Foundation meetings such as monthly Chapter meetings.

- Support the goals of the National Scleroderma Foundation strategic plan.

- Meet regularly with the Senior Director, Chapter Operations to identify opportunities for collaboration and/or integration with National Scleroderma Foundation, and how the Chapter can support the goals of the Foundation.

- Must be able to travel 20-40% of the time within the assigned region as needed to meet Chapter goals, as well as throughout the nation for Foundation programs as needed for special events, fundraising activities, and volunteer development.

- Must be able to individually manage the work of several different major events throughout the year and their physical demands through planning and organizing, packing, loading, execution, unloading, etc.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

**QUALIFICATIONS**

- Bachelor’s degree required.
- A minimum of five to seven years of experience in nonprofit management; medical association or charitable organization preferred.
- Experience in all aspects of fundraising required.
- Excellent oral and written communication skills.
- Fluent in Spanish and English required.
- Experience developing and monitoring a program plan and budget required.
- Demonstrated planning, organization, administrative and leadership skills required.
- Experience with social media and marketing required.
- Excellent interpersonal skills and ability to motivate and work effectively with volunteers required.

*The National Scleroderma Foundation seeks to promote gender equality and increase diversity, in all its*
forms. We know that our greatest strengths come from the people who make up our team. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. The Foundation complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities or conducts business. This is not a contract. The description and duties as they relate to this position are subject to change as reasonable business necessity dictates. In the event of such changes, a new job description may be created.