

## The Osborn Position Description

**Position:** Executive Director  
**Department:** The Osborn Foundation  
**Reports to:** President/CEO

**POSITION SUMMARY:** Responsible for development and successful implementation of The Osborn Fund Development Plan. Interprets and advances the mission The Osborn.

### MINIMUM QUALIFICATIONS:

1. B.A. or B.S. degree in business, marketing, communications or related area.
2. Masters Degree preferred.
3. CFRE (Certified Fundraising Executive Preferred).
3. Five (5) to ten (10) years fund development experience, preferably in health care.
4. Demonstrated ability to advance relationships with constituent stakeholders including prospective and current donors, prospective and current residents, family members, older adults in service area and volunteers.
5. Computer literate in the Windows™ environment.
6. Must be capable of lifting objects up to 50 lbs.
7. Requires working both indoors and outside; availability and access to private transportation (automobile) to complete duties for prospect visits; speaking presentations; consultations and travel to related functions at various day and evening times; ability to climb and descend stairs to complete duties for prospect visits and consultations.

**SPECIAL ABILITIES REQUIRED:** A respect for confidentiality; sensitivity to, and ability to work with older adults; willingness to work in the not-for-profit environment; willingness to ethically promote and support the philosophy, mission and vision of The Osborn; demonstrated ability to work with individuals from diverse backgrounds and cultures; use of good judgment in all communications relationships; ability to be self directed in completing work assignments.

**PERFORMANCE REQUIREMENTS:** Consistent, accurate and timely completion of procedures and work assignments is essential. Must demonstrate professional knowledge and skill in fund development strategies, management, written and oral communications.

### MANAGEMENT RESPONSIBILITIES:

1. Manages and motivates staff through periodic performance review and feedback, prompt problem resolution, goal development and implementation and effective communication. Trains staff, provides technical advice, explains procedures and assignments.

2. Provides leadership in planning, resource allocation (budget) and project completion. Translates directives into specific plans. Leads or participates in work groups. Facilitates consensus, decision making and resource sharing among participants. Monitors/manages group performance. Defines individual responsibility. Communicates individual and group progress, performance and goal achievement.
3. Develops and maintains relationships with all management associates; participates in task forces; identifies new opportunities, prepares and presents information on business trends; develops and recommends new ideas, ways to change and improve work approaches and process; monitors programs performance, communicates department of group needs. Facilitates change.

**ESSENTIAL FUNCTIONS: Types of activities primary to this position are listed below. Other duties and tasks may be assigned.**

1. Implement, monitor and recommend revisions to The Osborn Development Plan, establishing goals, objectives, time lines and related budget for annual giving, deferred giving, grant writing, major gift and capital campaign activities.
2. Develop, implement and monitor The Osborn Foundation communications plan, including but not limited to: publications, brochures, newsletters, press releases/stories, and internal or external communications related to fund development.
3. Develop and direct fund raising special events.
4. Ensure that The Osborn maintains an effective system of gift cultivation, solicitation, acknowledgment and recordkeeping. Assures integrity of donor and gift data, related systems, mailing lists, records, and resource files related to fund development.
5. Manage the receipt and administration of deferred gifts such as bequests, gift annuities and trusts. Regularly reports on all such activity gifts.
6. Serve and regularly participate as a member of The Osborn Speakers' Bureau.
7. Develop and advance training in the area of fund development for staff, residents, volunteers and other stakeholders.
8. Assess and report on the effectiveness of fund raising programs. Produce written financial and statistical reports and make oral presentations as needed.
9. In cooperation with the Director of Marketing identify and communicate with key constituents, interpreting the need for charitable gifts in support of the mission.
10. Work closely with the Women's Board to support and advance fund development activities.
11. Ensure that all The Osborn activities are carried out in accordance with regulative and legislative standards and guidelines.

12. Participate in the selection of outside counsel for special purposes, when approved by The Osborn.
13. Serve as staff support to The Osborn Foundation Board.
14. Attend all mandatory in-service education programs.
15. Participate in meetings as assigned

**Equipment/machines used in the performance of this job**

The incumbent must maintain skills necessary to safely and efficiently operate the following equipment and machines used in the performance of this job: Telephone; personal computer; calculator; presentation equipment and projectors, related PC software programs.

**General**

The Executive Director must work cooperatively with staff at all levels of the organization, accept and support the mission and values of The Osborn, maintain confidentiality, comply with policies, federal and state regulations, and maintain safe work habits. Additional assignments will be made, as needed, by the President/CEO. In order to meet the required deadlines and target dates, it may be necessary for this position to work extended hours as needed, or schedule time off accordingly.

I acknowledge and understand that:

- receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- the job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- job duties, tasks, work hours and work requirements may be changed at any time.
- acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Corporation.

I have read and understand this job description.

I acknowledge that I understand and accept the duties and responsibilities described:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review Dates: \_\_\_\_\_

Review Dates: \_\_\_\_\_

Review Dates: \_\_\_\_\_