



EXECUTIVE DIRECTOR JOB DESCRIPTION

MISSION: The priority of the Rypien Foundation is to assist families who are battling childhood cancer in the Inland Northwest. Each year we continue to raise and provide funding to support unique programs and projects that help address the needs of children with cancer and foster a powerful healing environment for child cancer patients in the Inland Northwest.

We also identify and fund quality, community-based, non-profit organizations that provide direct service and support to children and their families battling cancer. We seek to support programs that are meeting a critical need in our community by enhancing the stability, health and quality of life for children with cancer.

As a 501(c)(3) non-profit organization, the Rypien Foundation is supported by a generous group of underwriters who provide annual cash and/or in-kind services to support operational expenses. This allows 100% of the proceeds raised through special events, corporate partnerships and individual donations to go towards programs and initiatives.

The mission of the Rypien Foundation goes forward by the continued generosity of its partners. It is our desire to maintain a true image of being a 'premier provider' by and through all of our partner associations. We are committed and dedicated to continuing our legacy of actions and events that reflect the premier nature of the organization.

VISION: "The Rypien Foundation is a premier provider of hope to families with children who suffer from cancer in the Inland Northwest."

KEY ELEMENTS:

- "Premier" – We endeavor to be the model of a well-organized and financed charity.
- "Provider" – We endeavor to seek opportunities that align with our vision and values.

- “Hope” – We endeavor to bring an attitude of hope to everyone we help.

VALUES:

- Community – Our community is a valuable family system and it is our responsibility to develop the network of support.
- Integrity – Doing the right thing by adherence to moral and ethical principles.
- Fiscal Responsibility – Accountable for the expenditure of funds and reporting on our success of funded opportunities.
- Service – Stewardship and giving back to our community through personal responsibility.
- Quality – Providing a premier experience to those who are involved with and touched by the organization.
- Focus – Increasing our impact for the greater good.
- Uniqueness – Flexible, adaptable and responsive to the needs in the community.

Title: Executive Director
Supervisor: Board of Directors
Status: Full Time / Exempt

JOB SUMMARY: The Executive Director is responsible for managing all aspects of the Rypien Foundation’s administrative and fundraising activities. Responsible for managing the strategic planning and operation, in support of organizational mission and goals. Collaborates with the Board of Directors in developing organizational goals, attaining/allocating resources, and establishing policies. Provides direction to staff and volunteers in carrying out the key roles assigned to them. To be effective, the Executive Director needs to provide clear direction in the following areas: 1) Leadership and Strategic direction; 2) Development; 3) Board relations; 4) Staff/Volunteer leadership; 5) Marketing; and 6) Financial oversight.

SKILLS/KNOWLEDGE:

- Bachelor's degree from an accredited college or university. An emphasis in business, finance, or public administration is helpful. Master’s degree preferred.
- A minimum of five years work experience in non-profit agency operations, management and supervision, or an equivalent combination of experience and education.
- Knowledge of major gift, capital campaign and deferred/planned giving approaches and techniques; experience identifying, cultivating, and soliciting high-level giving prospects; experience developing strategic external alliances with partners and prospective donors.
- Considerable knowledge of: the mission, vision, values, programs and projects of the Rypien Foundation.

- Demonstrated ability to organize, direct and coordinate operations.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Board members, community groups, and other related agencies.

OTHER REQUIRED: A valid Washington state driver's license and a driving record absent of violations.

WORK ENVIRONMENT: Primarily indoors, based at 999 W. Riverside Avenue in downtown Spokane. Frequent travel to locations in the Greater Spokane/North Idaho area for meetings and events. General working hours are from 8am-5pm, Monday-Friday. Special events and other organizational activities may require additional hours throughout the year.

DISCLAIMER: The information presented indicates the general nature and level of work expected for the described position above. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

JOB SEGMENTS

LEADERSHIP AND STRATEGIC DIRECTION:

- Ensure the effective operation and delivery of programs within the Rypien Foundation and community.
- Communicate externally and strengthen internally the vision of the Rypien Foundation – seeking to integrate our core values and guiding principles into what we do and how it is done.
- Performs duties in a manner that reflects the Rypien Foundation's Mission, Vision and Values.
- Sets high standards and accountability for ongoing excellence and organizational growth while maintaining the highest integrity.
- Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
- Identify and evaluate opportunities for improvement and implement plans for improvements.
- Steward this vision and guard against mission drift over time and in each new initiative launched.

DEVELOPMENT:

- Ensure the annual budget is funded and organization has adequate cash flow.
- Develop strategic plans to generate revenues through a variety of fund raising techniques.
- Identify, cultivate and solicit new underwriters.
- Oversee planning and implementation of special events.
- Provide guidance to staff and volunteers performing resource development functions.
- Actively network to become more visible within community through joining service Clubs, attending community events, and working with community.
- Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other organizations serving the pediatric oncology population.

BOARD RELATIONS:

- Identify, recruit and develop effective board members.
- Ensure active participation by board members and support effective board roles and functioning.
- Ensure Board members are provided with the information and support necessary to fulfill their objectives.
- Facilitate the Executive Director evaluation process.

STAFF/VOLUNTEER LEADERSHIP:

- Implement administrative and operational systems to support effective operations.
- Identify staffing needs and work with the board president to hire board-approved positions, or recruit volunteer support.
- Ensure productive and effective staff performance, providing guidance, feedback and opportunities for professional development.
- Mentor, support and equip each staff/volunteer member with direct tactical work to help the Rypien Foundation grow and thrive.
- Build an effective process of reporting and providing feedback.
- Oversee the yearly evaluation process of all staff and provide written staff evaluations for each direct report.
- Lead by example.

MARKETING:

- Increase visibility of Rypien Foundation programs, services and activities and maintain good public relations.
- Ensure a solid and reputable brand identity through a variety of marketing, public relations and media efforts.
- Participate in key events.

FINANCIAL OVERSIGHT:

- Develop, implement and monitor the Foundation's annual budget.
- Provide oversight for all large financial decisions.
- Ensure legal compliance.
- Manage finances using tools such as budgeting, forecasting, and strategic planning.

APPLICATION: Please email a cover letter, to include salary requirements, as well as a comprehensive resume to amber@rypienfoundation.org before November 9, 2016.