

POSITION DESCRIPTION

Job Title:	Executive Director	FLSA Status:	Exempt
Department:	Operations	Pay Grade:	\$65,000 - \$75,000 annually
Reports to Title:	Board of Directors	Effective Date:	May 14, 2018
Positions Supervised:	Program Manager	Latest Revision:	

Job Purpose:

Analyze, plan, oversee, manage, and evaluate all aspects of the Heart Gallery of Tampa ensuring an efficient, effective, and fiscally sound operation. Communicate and implement the mission and vision of Heart Gallery of Tampa. Establish goals, objectives, and procedures. Provide leadership, support, and direction for staff. Advocate for the Heart Gallery of Tampa on a regional level.

To ensure the fulfillment of the mission of the Heart Gallery of Tampa by leading efforts in the areas of strategic planning, administration, fund development, and strategic growth.

Essential Functions:

- In accordance with the intentions of the Board, routinely evaluate the mission, further develop the vision, develop, update, and administer strategic, operational, and fund development plans for the Heart Gallery of Tampa.
- Develop, propose, and implement as approved by the Board, an annual operating budget to successfully manage the Heart Gallery of Tampa in accordance with its mission.
- Lead staff in the development of the operational plan and the goals and objectives that support the strategic and fund development plans of the Heart Gallery of Tampa.
- Educate and enhance community understanding of the Heart Gallery of Tampa's mission and vision, to generate increased appreciation and support for the Heart Gallery of Tampa.
- Initiate, strengthen, and perpetuate relationships with Board members, community partners, and donors as well as local, regional, and national colleagues.
- Identify, recruit, orient, and develop Board members for the governance of the Heart Gallery of Tampa.
- Empower and engage Board Members and other volunteers in fund raising efforts including in the identification, cultivation, and solicitation of donors.
- Provide the Board with routine and situational reports as required ensuring smooth operations.
- Continually educate the Board and staff on industry news and trends.
- Establish a Heart Gallery of Tampa structure and staffing pattern, job descriptions, position requirements, hiring process, performance standards, and performance management processes to ensure the appropriate number of qualified staff, contract labor, volunteers, and vendors for the delivery of services.
- Through support staff, monitor and evaluate all Heart Gallery of Tampa programs, services, and activities against established industry standards, funder requirements, and planned outcome measures.
- Maintain continual and open communications with subordinate staff to ensure required levels of coordination and joint problem solving.

- Promote consistent and high standards of professional practice to ensure quality consumer service and positive employee practices.
- Represent the Heart Gallery of Tampa at community events as well as in the media.
- Serve as the Heart Gallery of Tampa's chief spokesperson.
- Professionally represent the Heart Gallery of Tampa at all times.
- Complete all other duties as assigned.

Qualifications:

Education:

- Qualified candidates will have a bachelor's Degree from an accredited college or university and at least five years' nonprofit experience in an administrative/ management role.

Experience:

- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, integrity, positive attitude, mission-driven, and self-directed
- Possesses the ability to speak articulately and provide presentations in public settings as appropriate and on behalf of the organization.

Demonstrated Knowledge and Skills:

- History of successful fundraising experience
- Ability to create and communicate vision and direction verbally and in writing
- Ability to meet commitments on programs and internal budget
- Working knowledge of Dropbox, Google Docs, and QuickBooks (online)

Physical Demands:

- Lift equipment used in performing job responsibilities
- Work extended and varied hours
- Travel within the county, the state, and the US

Requirements:

- Pass background checks
- Employee must have strong local ties to the Tampa Bay community and have the ability to cultivate relationships on behalf of the organization in the areas of governance, fundraising, and collaborative partners.
- Employee is responsible for timely transportation to and from all community events, training and presentations.
- Complete required annual partner trainings per service contracts.
- If privately owned motor vehicle is utilized for employment-related travel, the driver must possess a valid Florida driver's license, good driving record, and proof of insurance.