



## **EXECUTIVE SEARCH – LIONS EYE INSTITUTE FOR TRANSPLANT & RESEARCH FOUNDATION EXECUTIVE DIRECTOR**

### **ABOUT LIONS EYE INSTITUTE FOR TRANSPLANT & RESEARCH**

The Lions Eye Institute for Transplant and Research (LEITR) is a nonprofit organization that transforms lives by restoring sight for those with visual impairments and improves quality-of-life for tissue recipients. LEITR is the largest combined eye bank, tissue recovery and ocular research center in the world. The mission of LEITR is to elevate standards in sight restoration, tissue transplantation, research, and education. Since 1973, LEITR has given the gift of sight to 160,000 men, women, and children around the world.

### **FOUNDATION EXECUTIVE DIRECTOR**

The Foundation Executive Director (ED) is responsible for growing and strengthening the charitable contributions for LEITR by developing and executing strategic annual fundraising and capital campaign plans to secure gifts for mission priorities. The ED will report to the CEO, manage a Foundation Board of Directors, and have excellent leadership skills to direct and motivate a fundraising staff of two.

#### **Essential Duties and Responsibilities**

- Direct a capital campaign to build a 30M+ Vision Health Center; build a volunteer campaign advisory board, direct campaign strategy and solicitation priorities, manage prospect lists, execute cultivation plans, prepare, and provide support to volunteers and staff for all aspects of the campaign
- Oversee a comprehensive annual fund campaign, including personally managing a portfolio of major gift prospects (\$25k+), and increasing net revenue of current fundraising events
- Manage a Foundation Board of Directors whose purpose is to support the philanthropic goals of the organization; recruit board members, provide reports and other administrative support needed for the Board to make informed decision
- Partner with Institute's lobbyists in the acquisition of County, State, and Federal appropriations and/or recurring contributions; preparing appropriations requests and case for support, advocating in Tallahassee as needed
- Oversee the strategy for increasing funding through grants; writing grants as required
- Manage Foundation staff to ensure they are meeting desired goals and objectives
- Oversee tracking and measurement of fundraising activities and restricted funds monthly with the accounting team to ensure the fundraising team will reach set goals



- Serve in a leadership role in the organization, reinforcing a culture of philanthropy through participation in State of the Company addresses and develop forms of internal communication
  
- Serve as an ambassador to the local community, including public speaking opportunities as they arise

**POSITIONS SUPERVISED:** Foundation Manager and Foundation Specialist

**QUALIFICATIONS**

- Bachelor’s degree and Certified Fundraising Executive (CFRE)
- Experience in healthcare or higher education preferred
- Demonstrated experience in overseeing and completing \$4 - \$ 5 million capital campaigns
- Demonstrated fundraising success in a complex organization, 5-7 years of progressive experience in development, and 3-5 years of direct management experience

**KNOWLEDGE, SKILLS, & ABILITIES**

- Exceptional organizational, project management and management skills
- Outstanding communication skills; presentation, verbal, and written
- Exhibit diplomacy and tact
- Self-directed problem solver
- Ability to develop and maintain relationships across all levels of the organization
- Ability to collaborate and share information across teams
- Ability to work a flexible schedule including nights and weekends as needed
- Maintain relevant business intelligence to achieve goals and objectives
- Possess strong Microsoft Office Suite proficiency and experience with fundraising software

**WORK ENVIRONMENT**

The work environment described here is representative of those employee encounters while performing the essential functions of the job. While performing the duties of the job, the employee is exposed to an office like-environment. The noise level is typically low. Open discussions about donor health and circumstances of death occur throughout the day. Equipment required for this position include but are not limited to, standard office space and equipment, standard PC equipment and printers and telephone.

**PHYSICAL DEMANDS**



The physical demands, representative of those that must be met by an employee to successfully perform the essential functions of this job include but are not limited to: regularly required to sit, stand, talk, see and hear; needing to possess conversational hearing, with or without aid, as well as adequate vision; required to possess dexterity to operate standard office equipment; occasionally required to lift 25 pounds or more. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **SALARY & BENEFITS**

- The salary range is \$100,000 - \$115,000 annually and will be commensurate with experience as outlined in the required qualifications
- Benefits include: health, dental and vision coverage, life insurance, short- and long-term disability
- Employees can purchase supplemental voluntary life insurance for self, spouse, and children.
- Eligibility in the 403(b) Tax Sheltered Annuity Plan and Flexible Spending Accounts, subject to plan terms.
- Eligibility to earn an annual bonus based on performance metrics.

#### **HOW TO APPLY**

LEITR has retained Catalyst Consulting Services to conduct this search on their behalf. To be considered for this opportunity, please send a cover letter of interest and resume to:

**Michelle Turman, MA, CFRE**

[mturman@catalystcs.org](mailto:mturman@catalystcs.org)