POSITION SPECIFICATION
Crohn’s & Colitis Foundation – New York

Executive Director
New York, New York

ABOUT THE ORGANIZATION:
The Crohn's & Colitis Foundation, Inc is a national non-profit organization dedicated to finding the cure for Crohn's disease and ulcerative colitis as well as improving the quality of life of children and adults affected by these diseases. They fund cutting-edge studies at major medical institutions, nurture investigators at the early stages of their careers, and finance underdeveloped areas of research. In addition, our educational workshops and programs, along with our scientific journal, Inflammatory Bowel Diseases, enable medical professionals to keep pace with this rapidly growing field. Crohn's & Colitis Foundation’s core values of compassion, integrity, leadership, collaboration, and inclusion inspire and drive every member of its highly performing team.

ABOUT THE POSITION:
The Executive Director provides overall leadership and management for the New York chapter with a focus on engaging the team, volunteers, donors and the community in advancing this important mission. More specifically, the Executive Director drives and actively participates in fundraising activities including individual and foundation major gifts, events-based fundraising, and other revenue. They will collaborate with leadership volunteers to harness their passion and skills and cultivate additional partnerships and alliances to promote growth and awareness in the community. Reporting to the Area Vice President, the Executive Director travels throughout the market area to meet with constituents and serve as a key leader for the Foundation with volunteers and supporters.

RESPONSIBILITIES:
Leadership and Chapter Management

- Build a compelling vision for the chapter aligned with the organization’s goals and collaborate with volunteer leaders and staff to achieve it.
- Serve as the lead fundraiser for a $6-7 MM fundraising target with a focus on individual major gifts and special events.
- Recruit, retain, and develop a strong, talented, and diverse team of 6-7 for the chapter and ensure a culture of camaraderie and open communication locally and nationally.
- Direct administration of chapter financials, budget and operational plans to meet overall chapter performance guidelines.

Fundraising and Special Events

- In conjunction with the Director, coordinate and oversee the nation’s largest single fundraising luncheon and dinner.
- Identify, recruit, cultivate and collaborate with revenue partners to maximize impact on special events and other fundraising campaigns.
- Personally drive, cultivate and grow the major gifts fundraising portfolio to meet revenue targets and ensure collaboration with the national major gift team.
- In cooperation with the Take Steps staff, help to identify volunteer walk leadership and corporate sponsorship.
• Implement the cultivation, solicitation, follow-up, and recognition process for individual, corporate, and foundation participation and donations.

Volunteer and Community Engagement
• Serve as a key leader in the New York market area building relationships, raising awareness, and sharing mission impact with constituents.
• Develop strong and effective partnerships with leadership volunteers including: advising and supporting chapter volunteer committees, recruiting and engaging new potential volunteers, and fostering a culture of accountability.
• Coordinate marketing and promotion for fundraising events, programs and activities as well as to maximize awareness of the Crohn’s & Colitis Foundation brand.
• Participate in enterprise-wide activities such as GI visits, donor events, major education events, Team Challenge information meetings, and Take Steps Walk.

ABOUT THE SUCCESSFUL CANDIDATE:
The successful candidate will be strong professional, collaborator, and influencer with a proven fundraising track record in major gifts and/or specific events. They will understand how to lead and engage both teams and volunteer committees and drive results. A passion for assisting those living with Crohn's disease and ulcerative colitis is a must.

Additionally, they will bring:
• A strategic mindset with at least 5–7 years of experience in not-for-profit fundraising and/or Executive leadership.
• A demonstrated track record of successful fundraising experience including special events, individual/corporate/foundation giving, donor cultivation, and stewardship.
• Previous experience in identifying, recruiting, and partnering with volunteers to achieve results.
• Ability to build, nurture, and retain a collaborative, diverse and inclusive team.
• Experience in varied forms of communications including – mass media, advertising, and community relations, as they relate to the health care service industry.
• An effective communicator, both written and oral, who can influence, persuade and engage various stakeholders to ensure results.
• Strong business and fiscal acumen with budget planning and management experience.
• Inspiring and optimistic, with the executive presence and positive energy to represent and advocate for the organization.

EDUCATION: BA/BS degree required.

LOCATION: This is a hybrid role based two days a week in the downtown Manhattan office, depending on donor meetings.

Subject to state and local law and any legally required accommodations, the Crohn’s & Colitis Foundation requires that all employees be fully vaccinated prior to the date of hire.

Please email resume or nominations in confidence to: CCFGNY@sandlersearch.org