



## Sound Start Foundation Executive Director Ideal Candidate Profile

The Sound Start Foundation seeks an Executive Director (ED) with a proven fund development track record to work closely with the Board to develop and implement the organization's strategic and fundraising responsibilities.



### Giving Babies with Hearing Loss a Sound Start

For almost four decades, Sound Start Babies has provided early intervention and nursery programs to over 1,500 children with hearing loss and their families. The Sound Start Foundation was created to raise funds to support Sound Start Babies, and to provide support for children with hearing loss at large. The Foundation hosts numerous fundraising events each year, seeks donations from individuals and corporations, applies for grants from foundations and corporative giving programs.

### The Role of the Executive Director

Reporting to the Board President and working closely with all members of the Board of Directors, the ED will have overall strategic, operational and fundraising responsibilities for the Sound Start Foundation. S/he will:



- Identify, cultivate and solicit major and planned gifts from individuals and grants and contributions from foundations, corporations, and community organizations.
- Work closely with the Board President and all members of the Board and the Board committees.
- Help facilitate some of the day-to-day operations and administration of the Foundation.
- Become a strategic partner with the Board President in leading the organization forward.

- Coordinate all Foundation special events including solicitation of sponsorships, invitations and related event matters.
- Develop strategies to encourage new and increased contributions.
- Monitor the daily progress of all fundraising campaigns.
- Work in partnership with all members of the Board to encourage their active participation in donor cultivation and solicitation.
- Direct or supervise any future fundraising staff, including volunteer staff members.
- Communicate the success and achievements of the Sound Start Babies Program to generate interest in donations to support the program.
- Develop a marketing and communication program to inform potential donors of the success of the Sound Start Babies Program.
- Oversee the selection and monitoring of a donor database software system to ensure that all prospect and current donors are listed.
- Meet with members of the business community to build awareness and positive brand identity for the Foundation.
- Develop corporate employer gift-matching programs.
- Prepare and monitor annual fundraising budget, expense reports or other financial information required.
- Attend community events, meetings, or conferences to promote Foundation goals or solicit donations or sponsorships.
- Develop fundraising activity plans that maximize participation or contributions and minimize costs.
- Write speeches, press releases, and other promotional materials to increase awareness of the causes, missions, and goals.
- Conduct research to identify the goals, net worth, history of charitable donations, or other data related to potential donors, potential investors, or general donor markets.
- Develop a formal stewardship program including the writing and sending letters of thanks to donors

### **Required Qualifications and Experience**

- Minimum of 5 years of progressive fundraising experience with all phases of giving including, but not limited to, individual giving, corporate and foundation contributions, special events, etc.
- Bachelor's degree preferred.
- Experience working with nonprofit boards.
- Excellent verbal and written communication skills.
- Knowledge of social media platforms including Facebook, Instagram, Twitter and LinkedIn.

## Compensation

Sound Start Foundation is prepared to offer the new Executive Director a competitive compensation package based on their prior experience.



## Contact Information for Interested Candidates

If you would like to discuss this opportunity further, please contact Dennis C. Miller at [dennis@dennismiller.com](mailto:dennis@dennismiller.com) or by phone at 201-956-1810. If you are interested in being considered as a candidate for this position, please send a cover letter and resume to Michele Hickey at [michele@dennismiller.com](mailto:michele@dennismiller.com).

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