



**Position:** Executive Director (ED) for Blue Skies for Children

**Reports To:** Board President

### **Responsibilities**

#### **General & Office:**

- Provide support and leadership for office staff, interns and volunteers; Conduct staff reviews.
- Develop and manage office procedures.
- Knowledge and ability to provide back up support for Administrative Coordinator and Office Manager.
- Participate in annual retreat/visioning meeting.
- Attend monthly board meetings and present Executive Director's report.

#### **Community and Partnerships:**

- Develop community relationships with other non-profit agencies & schools for referral of client base.
- Build and manage relationships with beneficiaries and their families.
- Maintain relationship with Treehouse for Kids in Seattle.
- Make presentations to community groups, employers, and other opportunities as needed.
- Attend Chamber meeting as needed to communicate fundraising events.
- Participate in other associations and membership groups as is beneficial to Blue Skies.
- Develop email contacts distribution lists.
- Maintain relationship with WWU internship program.

#### **Program Management:**

- Provide oversight of One-Time Little Wishes, Little Wishes Enrichment, Loaner Instrument, and Drivers Education Scholarship programs.
- Oversee relationships with service providers offering monthly and one time services for the Little Wishes program; Seek new service providers as needed and negotiate discounts and written agreements. Ensure regular feedback from service providers on client's attendance, progress, participation, etc.
- Develop program requirements including intake process, forms and needs basis guidelines.
- Expand number of beneficiaries served as financials allow and BOD directs.
- Provide recommendations for new programs, and program modifications as needed.

#### **Marketing:**

- Develop and implement marketing strategies in concert with BOD direction including but not limited to newsletter, advertising, direct mail/letter campaigns, radio, web and other media opportunities.
- Write letters, articles, press releases, thank you notes, web text, etc. as needed.
- Create, print and distribute quarterly newsletter.

#### **Funding, Events and Fundraisers:**

- Write grant requests and research for additional funding opportunities.
- Develop and submit grant reporting as stipulated by grants providers.
- Develop individual, corporate and organizational relationships within the community in pursuit of donation of services, event sponsorship, financial contributions, Sponsor a Child and monthly donation program participation.
- Develop relationships with organizations willing to donate % of proceeds from programs and performances.
- Provide support for the Annual Dinner Auction and other events.