



Executive Director Position Description

Position Summary: The Executive Director builds on the years of success of Swift Youth Foundation by growing and expanding the organization's vision and achieving its goals for continued financial stability and community outreach and engagement; serves as the chief spokesperson to all constituencies and directs the day to day activities of the organization, effectively achieving the mission of Swift Youth Foundation and the goals and objectives established by the Board of Directors.

Knowledge & Abilities:

- Outstanding communication and interpersonal skills
- Excellent organizational, project management and problem-solving skills.
- Execute a shared vision for the organization with the Board of Directors.
- Develop and initiate goals and strategies to advance the organization's mission.
- Provide organizational continuity for the board, staff, volunteers, community partners and the public.
- Ensure that there are appropriate systems in place to facilitate the day to day operations of the organization.
- Lead and mentor staff and volunteers in managing and administering the programs and services.
- Select, cultivate and supervise qualified volunteers and staff.
- Maintain the highest standards of integrity and accuracy in Swift Youth Foundation's fundraising practices.
- Cultivate donors to secure income and strong personal commitments from those who have an interest in the organization. Seeks to engage in long term relationships with donors.
- Actively participate in Swift Youth Foundation fundraising activities.
- Coaches and works with internal and external fundraising sources to continually expand Swift's fundraising capacity.
- Assists in the preparation of the annual budget and revenue projections for board approval.
- Identifies opportunities to create and foster community relationships, both online and offline, to further connect and engage Swift Youth Foundation kids, parents, counselors, volunteers, sponsors, alumni, etc. in mutually beneficial relationships with each other and the organization.
- Initiates, cultivates and maintains stakeholder relationships with children and their families, as well as volunteers, donors, community partners, and other supporters while developing the network of contacts to enhance Swift Youth Foundation's ability to achieve its mission.

Qualifications

- Master's degree preferred in Nonprofit Management, Education, Business, Human Resources, or related field.
- Minimum of 5 years of progressive experience in nonprofit or public agency management required, with a minimum of 5 years of experience managing volunteer programs preferred.
- Strong knowledge of Microsoft Office applications, Excel, Salesforce and HubSpot database management, QuickBooks and presentation software required.

Salary Range & Working Conditions

- Salary range of \$70,000-\$80,000 depending on experience
- Potential bonuses subject to board approval
- Work in an office environment with some remote and virtual work, some flexibility
- Some travel required
- Requires work outside a traditional Monday-Friday work week, and outside normal business hours

Contact and Resumes to: HR@SwiftYouth.org