



Executive Director Position Overview

Founded in 1987 and chartered in 1988, Bluffton Self Help provides free food, clothing and financial assistance to its neighbors in need throughout the Greater Bluffton, South Carolina community. Working out of its 6,500 square foot building in Sheridan Park in Bluffton, BSH's 4 fulltime and 1 part-time staff along with more than 125 volunteers assist its clients more than 30,000 times each year. Bluffton Self Help operates with a budget of just over \$500,000 and no debt.

Position Summary:

The Executive Director will work with the organization's board of directors, staff, volunteer leadership, and donors to advance the organization's mission, achieve its strategic objectives, create and execute operational plans, increase engagement and financial support from donors and members, represent the organizations to key stakeholders, and oversee the day-to-day management of organization operations and programs.

Key Relationships and Reports:

Reports to the Board of Directors via the Chairman and Executive Committee. The Executive Director leads all staff and teams of volunteers for key functions – Operations, Client Assistance, Strategic Planning, Fundraising, and Finance, and for a wide range of donor-funded programs.

Responsibilities:

- The Executive Director will bring energy, creativity, problem-solving, and strategic vision to the organization with an important focus on maintaining and increasing relationships and engagement with major donors.
- Lead and work collaboratively with organization staff, leaders and volunteers to support the overall mission of the organization.
- Build upon the organization strategic plan to take the organization to the next level in terms of donor engagement, funding support, and sustainability.
- Provide leadership to the organization, its Board of Directors and its committees on matters of governance, finance, fundraising, strategic planning, community relations, personnel administration and volunteer management.
- Prepare and manage the organization's annual budget. Oversee all organizational due diligence functions such as finance, reporting, records, bylaws, and state/national requirements. Ensure that funds are allocated and monitored consistent with sound accounting principles.
- Oversee compliance of organizational policies and procedures, as well as day-to-day administration and operations of the organization and its property.

- Direct and manage organization staff, including hiring, training, evaluation, compensation, benefits, termination, promotion, and other personnel functions, as well as oversee the management of organization volunteers. Serves as the Human Resources director.
- Direct, in collaboration with the staff, committees and board members, the production of all events, including but not limited to, monthly meetings, special events and special programs, such as major fundraising events.
- Lead organization marketing initiatives and direct all advertising activities, including, organization publications, website and social media efforts, third-party promotions and other communications.
- Serve as spokesperson for the organization within the community and to local, regional, statewide and national government officials and organizations.
- Serve as liaison to donor groups, grantors, and all local service, business and social organizations, including, United Way of the Low Country, Community Foundation on the Lowcountry, Second Helpings, Food Bank of the Low Country, Chambers of Commerce and South Carolina Non Profit Association.
- Prepare and provide timely reports about the foundation's programs, fundraising, and finances.

Specific Fundraising/Development Responsibilities

- Work with organization leaders to develop an on-going long-term fundraising program, including relationship management, engagement and cultivation of prospects, solicitation, and stewardship of major donors.
- Develop and carry-out year-round major donor, planned giving, and annual giving programs.
- Ensure regular solicitation and engagement of existing and new major donors.
- Oversee maintenance donor record system to receive, record, and acknowledge all gifts to the organization and all relevant donor/prospect information and contact notes.
- Maintain organization policies on gift acceptance and donor restrictions.
- Provide timely reports to the Board of Directors on progress toward achieving fundraising goals.
- Ensure that all gifts are utilized per the donor's instructions and according to the organization's policies and procedures.

Education and Experience

- Minimum 10 years of related, verifiable experience working as a non-profit and/or development professional, demonstrating a career path of increasing responsibility.
- Minimum 5 years supervisory and/or management experience.
- Proven track record of managing, mentoring, and developing a team of professionals and board of volunteers.
- Proven track record of planning, leading, and executing major gift campaigns and other fundraising programs, with significant increases over time.

- Proven track record with a history of establishing donor relationships that resulted in closing a variety of major gifts.
- Excellent written, verbal communication, and presentation skills, with proficiency in public speaking.
- Proficiency in grant writing.
- Ability to represent the organization among diverse audiences, conveying the importance of the organization's vision and goals to potential donors.
- Ability to manage in a fast-paced, multi-tasking environment and to maximize limited resources to achieve results.
- Ability to maintain extended hours as needed, attend and participate in weekend and evening meetings and events, and, at times, pull up your sleeves and get your hands dirty.
- Experience with Microsoft Office Suite, website management applications and donor database systems.
- Bachelor's degree in relevant field, advanced degree preferred.

**This is a position of significant responsibility and trust. Integrity, honesty, ethics and character are of paramount importance.*

Application Instructions: Please send resume, letter of interest and salary requirements to:
Bluffton Self Help Executive Committee, blufftonselfhelpemployment@gmail.com

Applications due by close of business Thursday, January 12, 2017. No telephone inquiries, please.