

## Little Smiles PA Executive Director

### Essential Duties/Responsibilities

- The primary functions of this role will encompass:
  - Fundraising
  - Community Engagement
  - Event Coordination
  - Operations
  - Finance
- The Executive Director will be responsible for identifying grant opportunities, applying for these partnerships, and seeing them to completion.
  - These funds are generally considered restricted unless otherwise given as “operating” grants. Gifts are received from the following:
    - Individuals (family foundations/trusts)
    - Foundations (non-family)
    - Corporations/Businesses
- Corporate sponsorships will be an essential contributor to the growth of Little Smiles. We expect the Executive Director to formulate these relationships and oversee continued management of the partnerships.
  - These sponsors would play a key role in major events, but also facilitate ongoing activity with each Hospital
  - Potential to align a sponsor with each Hospital
- Little Smiles PA hosts two flagship events each year: Little Smiles Ball and Monte Carlo Night
  - The Executive Director will evaluate all fundraising programs to ensure they are mission focused with a cost/benefit analysis and will develop policies and best practices related to signature events
  - Research and connect Little Smiles to new third-party activities to raise funds and drive awareness around the Little Smiles brand
    - i.e. Golf Outings, Happy Hours, Casual Friday Fundraisers, School Fundraisers, Young Professional Events, Partnerships with Bars/Restaurants, etc.
- This role will manage our Director of Community and Partnerships to ensure we are maximizing the number of children/caregivers we touch in the tri-state area.
  - We expect the Executive Director to drive new and innovative approaches to how Little Smiles PA interacts with local caregivers.
- All branding and marketing efforts will be under the purview of the Executive Director, with the support of our Marketing Consultant.
  - We want to ensure all materials align with our overall mission and mirror our partners in Florida.
- The Executive Director will be responsible for organizing all Board Meetings, managing internal initiatives, ensuring the Board adheres to all Little Smiles protocol/legislation, and building out annual growth goals for the organization.
- The financial health of Little Smiles PA will be a major focus for this position:
  - The Executive Director will be asked to work closely with our Treasurer/Accountant to ensure we are maximizing funds to give back to our community.

- The Executive Director will be responsible for managing the overall budget and making recommendations to the Board throughout the year for the financial direction of the cause.

### Qualifications

- 5-10 years' experience in the Non-profit space preferred
- A proven track record in hitting fundraising goals
- Comprehensive portfolio of relationships within the tri-state area
- True understanding of the mission and ability to carry through all aspects of our fundraising events
- Significant experience managing a non-profit budget
- Operations acumen with a history of managing multiple resources