



ENA Open Position

Position Title: Director, ENA Foundation
Departments: Development & Foundation
Reports to: Chief Development Officer
Supervises: Foundation Coordinator

GENERAL SUMMARY

The Director of the ENA Foundation contributes to the success of ENA by ensuring the financial sustainability of the ENA Foundation through the development and execution of fundraising, stewardship and annual giving strategies. This position will focus on leading the individual giving program, cultivating a portfolio of major donor accounts, special event oversight, and the development of special giving societies. The role will work closely with the Foundation Board of Trustees, Foundation committees and ENA Staff to create strategy to cultivate and steward donors and corporate partners towards major gift prospects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, implement and evaluate key fundraising strategies to successfully support the mission of the ENA Foundation.
2. Work with ENA Foundation Board of Trustees and ENA Governance Staff to successfully conduct Foundation business; including the execution of board meetings, recruitment and support of Foundation committees and board elections processes.
3. Develop a stewardship plan to maintain personal, regular communication with annual giving donors through effective donor communications and cultivation activities. Ensure successful implementation of the plan through support and engagement from the Foundation Coordinator. This includes writing general and personalized acknowledgement letters and leading offsite events where required.
4. Oversees the annual appeal program including memorial gifts and bequests, as well as the employee giving program increasing participation in annual giving.
5. Develop an annual giving budget in conjunction with the Finance team. Prepare regular, reconciled financial reports on individual, foundation, and corporate fundraising activities coordinated with the ENA Finance Department
6. Oversee the application and disbursement process of scholarship and research funds.
7. Create and evaluate ENA Foundation outreach programs and fundraising activities with the goal of maximizing support for the ENA Foundation. Utilize databases and CRM tools to track and manage donor activity.

8. Coach, mentor and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities.
9. Empowers employees to take responsibility for their jobs and goals. Delegates responsibility and expects accountability and regular feedback.
10. Collaborates with ENA Human Resources for the recruiting, onboarding, retention, professional development and performance management of staff.
11. Contributes to the workplace culture that is consistent with the association's culture statement and emphasizes the mission, vision and values of the organization.
12. Displays a high level of accountability, taking responsibility for individual actions and the impact on the organization. Views oneself as a reflection of the organization by following through on commitments and accepting ownership.
13. Performs additional related duties as required or assigned.

QUALIFICATIONS

Required:

- Bachelor's Degree in related field or an equivalent combination of education and experience
- Minimum of 5 years of leadership experience with non-profit, philanthropic or corporate giving and managing donor contributions and recognition
- Donor Database experience

Desired:

- Project management experience
- Relevant Professional Certification
- Association experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated commitment to the mission, values and work of a foundation and relevant personal leadership skills
- Knowledge of fundraising concepts, principles and practices required, with emphasis on donor support
- Excellent collaborative communication and interpersonal skills, including negotiation skills
- Excellent organizational skills, i.e. ability to prioritize multiple and varied tasks within established deadlines
- Team oriented with ability to work independently
- Ability to exercise high level of discretion, creativity and independent judgment
- Ability to effectively manage organizational development and change by critical thinking, short and long-term planning, business and strategic planning skills
- Demonstrated influence with BODs, officers and other political leaders, leading to progress toward the mission and/or specific strategic initiatives
- Ability to assimilate and role model the association's collaborative culture
- Computer proficiency in Microsoft Office, including Word, Access and Excel; Power Point

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate verbally and in writing in an exchange of information; collect, compile and prepare work documents; set-up and maintain work files, participate in meetings. Occasional travel may be required. Use of the computer, with repetitive motion, is approximately 80%.

WORKING CONDITIONS

Majority of work is performed in a general office environment. (Position regularly requires availability for extended hours plus occasional non-traditional hours) to perform job duties. Also requires participation and attendance at organization sponsored events and meetings.

To formally apply please submit your cover letter and resume to Jobs@ena.org

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.