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**Executive Director, Cleveland OH - nonprofit**

Fostering Hope, an expanding local nonprofit, is searching for a passionate leader to build upon its foundation and further grow an organization that will positively change the lives of foster youth in Northeast Ohio. Candidates need to be passionate about Fostering Hope’s mission and dedicated to exploring creative solutions for children in foster care and residential treatment. The ideal candidate is comfortable multi-tasking, has experience in the nonprofit world and wears a cape under his or her clothing. (Kidding … sorta.)

**What you get to do…**

**Administrative**

* Manage staff of 7 office and program staff. (The co-workers are the best around.)
* Determine location of new office space
* Collaborate with working board on strategic plan for Fostering Hope
* Help organize and attend all board meetings
* Become familiar and comfortable with Little Green Light Database
* Provide reports to Board of Directors for meetings
* Collaborate with Community Engagement Coordinator on the utilization of over 600 volunteers
* Further develop organizational policies
* Coordinate use and manage donation center

**Program Management and Development**

* Mange 5 on-going programs and 5 seasonal programs
* Provide guidance to program managers
* Develop programs based on community needs that improve the lives of local foster youth
* Maintain community partnerships and create new partnerships
* Grow existing programming where appropriate
* Oversee and manage data evaluations of program effectiveness

**Fundraising**

* Collaborate with Development Director on fundraising activities
* Provide input and assistance to Development Director on grants
* Work closely with board and committee members to assist in their fundraising efforts
* Develop new sources of revenue
* Attend and facilitate meetings with potential donors
* Collaborate with committees to organize and plan fundraising events

**Marketing**

* Comfortably speak on behalf of the organization in public to create awareness of the mission and the challenges of children in foster care
* Execute the marketing plan for the organization and update as necessary
* Collaborate with staff on social media communications
* Work with board members on the creation of press releases
* Be a liaison for the press

**Financial Management**

* Create and manage budget, including making and reporting deposits to Treasurer
* Categorize expenses and communicate to Treasurer
* Collaborate with Treasurer to create 990

**Salary**

* Salary: $50,000+ depending on experience. Smiles and high-fives from the kids are a nice bonus.
* Full-Time preferred, but willing to work with the right candidate. Flexible hours are a possibility.

**Requirements**

* Bachelor’s Degree
* Masters in Nonprofit Management, Social Work or Business Administration is a plus

**Please submit a cover letter and resume no later than Wednesday, October 31, 2018 to** **contactme@fosteringhopeohio.org****. To learn more about the mission of Fostering Hope, visit: www.FosteringHopeOhio.org.**