

Organization, Position & Person Profile



Executive Director, Indianapolis

February 2012

The Organization

Back on My Feet (BoMF) is a national nonprofit organization that is dedicated to creating independence and self-sufficiency within the homeless and other underserved populations by first engaging them in running as a means to build confidence, strength and self-esteem. The organization does not provide food nor shelter, but instead provides a community that embraces equality, respect, discipline, teamwork and leadership. Back on My Feet's approach focuses on the very profound and innate desire for all of us – regardless of age, race, socio-economic status – to feel recognized, appreciated, valued and important.

The organization consists of much more than just running: our members participate in a comprehensive program that offers connections to job training, employment and housing. Those benefits are earned by maintaining 90 percent attendance at the morning runs three days a week for our six to nine month program.

Back on My Feet has chapters in Philadelphia, Baltimore, Washington D.C., Boston, Chicago, Dallas, Indianapolis and Atlanta. The Indianapolis chapter launched in March 2011.

Back on My Feet is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For more information on the organization, please visit:
www.backonmyfeet.org

The Position

Based in Indianapolis, IN, The Executive Director (ED) - Indianapolis will report to the Indianapolis Advisory Board and the VP of Operations, Sandra Maro, located in Philadelphia. The ED will be the point of contact for the Indianapolis Advisory Board and will manage fundraising for the chapter. Further, the ED will work with the Founder and President on partnerships and sponsorships specific to and/or headquartered in Indianapolis.

The ED will be supported by two direct reports: Program Director and Director of Communications and Corporate Relations.

Specific Responsibilities will include:

- Design, implement and manage all existing and new fundraising campaigns and events, including BOMF's Birthday Luncheon, Scavenger Hunt, 100 Holes of Golf, The 180 Challenge, The Back on My Feet Relay, Sneaker Week and FundRacing.
- Manage all strategies and activities for donor cultivation, solicitation, and relations.
- Help create and execute a strategy for a large sustained base of annual individual donors.
- Develop plans to grow the organization financially and programmatically.
- Build network of support from Indianapolis-based companies, organizations, etc.
- Development of the Indianapolis Advisory Board and work with them to accomplish goals of the organization. This would include the development and execution of fundraising training for Advisory Board and other leadership volunteers. Further, he/she will assist the Board with recommending and researching potential new Advisory Board members.
- Assume responsibility for all development reports to the Board and BOMF management team, and attend all Board meetings.
- Provide leadership in developing program, organizational and financial plans with the BOMF management team and staff.
- Research, write and submit grant applications each month.
- Work with the Director of Communications and Corporate Relations to be actively promoting the organization via social marketing, media, the website, etc. This person will serve as the public face of the organization for the chapter, which may include media appearances.
- Collaborate with Executive Directors from other chapters of BoMF

Qualifications & Experience

- and participate in weekly conference calls.
- Hiring and managing of interns.
- Bachelor's degree required with a minimum of 3-5 years of leadership and/or management experience.
- At least 5 years experience in Development/Fundraising
- Experience cultivating individual and corporate donors
- Experience managing a budget
- Experience writing and successfully obtaining financial grants
- Experience in non-profit
- Experience planning special events
- Ability to develop a strong understanding of the inner-workings of BOMF, including the finances, programming and what each staff member is responsible for accomplishing.

Personal Characteristics

- High energy, results oriented leader who can effectively manage and motivate a team.
- Dynamic personality to convey mission of the organization.
- Unequivocal passion for the organization and the members we serve.
- Desire to attend night and weekend program events.
- Ability to manage time responsibly.
- Develops relationships based on trust, confidence and respect.
- A proactive, assertive and hands-on individual who is self-motivated; requires limited direction.
- Team oriented and able to build consensus efficiently.
- Strong interpersonal skills and ability to adapt quickly to a fast paced, changing environment.

- Entrepreneurial and resourceful self-starter.
- Unquestionable integrity and highest ethical standards.
- Willing and able to roll-up his/her sleeves, yet not get lost in the details.

Contacts

For qualified candidates, please submit a resume and cover letter to gloria@backonmyfeet.org