

## Organization, Position & Person Profile



Executive Director, New York City

January 2012

## The Organization

BOMF is a nonprofit organization that promotes the self-sufficiency of homeless populations by engaging them in running as a means to build confidence, strength and self-esteem.

BOMF does not provide food or shelter, but instead provide a community that embraces equality, respect, discipline, teamwork and leadership. 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. New York City is launching on April 10, 2012.

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](http://www.backonmyfeet.org)

## The Position

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

The ED will be supported by three direct reports: Program Director, Member Services Manager and Director of Communications and Corporate Relations.

Specific Responsibilities will include:

- Design, implement and manage all existing and new fundraising campaigns and events, including Sneaker Day, BoMF's Birthday,

the Bash, 20in24 and FundRacing, etc.

- 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.
- Work with BOMF's grant writer to help identify potential foundation support.
- Develop plans to grow the organization financially and programmatically.
- Build network of support from NYC-based companies, organizations, etc.
- Help with the establishment and development of the NYC 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.
- Work with the Director of Media and Social Marketing 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.

## Qualifications & Experience

- Bachelor's degree required with a minimum of 3-5 years of leadership and/or management experience.
- While direct experience in fundraising is preferred, a minimum of 2-5 years of proven experience in a relevant sales oriented role is

## Personal Characteristics

required.

- 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.
- 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, resourceful, energetic, and a 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 [sandi@backonmyfeet.org](mailto:sandi@backonmyfeet.org)