

Job Listing

Executive Director – Carb DM

Position Overview

Carb DM's mission is to build a supportive community that improves the quality of life and health of all those affected by type 1 diabetes. The Carb DM community fosters connections among people with diabetes, their loved ones, and medical professionals; promotes learning; and develops strategies for thriving with diabetes.

The Board of Directors of Carb DM seeks an experienced candidate who is articulate, well-organized and passionate about Carb DM's mission. The ideal candidate would have some experience with type 1 diabetes. The Executive Director oversees the administration of Carb DM's programs and services and is responsible for accomplishing Carb DM's mission. The position reports to the Board of Directors and includes supervising staff, volunteers, and contracted employees as needed.

Specific duties and responsibilities include:

Program Oversight

- Develop and cultivate effective relationships with the organization's target audiences to understand their needs and interests.
- Identify and develop partnerships with other organizations to expand Carb DM's reach, diversity, and work with staff and board to develop new program offerings.
- Establish measureable outcomes for Carb DM programs and ensure that they are being met.
- Work closely with staff and volunteers in delivering Carb DM's educational & support programs.
- Develop social media strategy and oversee implementation.

Finance/Administration

- Track Carb DM's resources to ensure that they are sufficient to implement its strategic plan and operational goals.
- Oversee and strengthen the organizational infrastructure to sustain the organization's growth.
- Implement consistent HR policies for job descriptions, hiring, evaluations and compensation.
- Manage all staff: this includes hiring, development, motivation, evaluation and retention.
- Foster a collegial work environment with strong internal communications, transparent decision-making and collaboration to ensure that staff is informed of successes, goals, and challenges.

Fundraising

- Actively seek major donor support within the community and among friends and allies, and steward relationships with donors who have supported Carb DM in the past.
- Manage, directly and indirectly, the work of all staff and volunteers, including the planning of special fundraising events, and work to secure grants and other additional resources.
- Develop and cultivate relationships with pharmaceutical companies and device manufacturers to establish a broad base of sponsorships and program support for Carb DM.
- Work closely with the Board of Directors and contractors as needed to identify, solicit and acquire new sources of funding among corporate, foundation and individual donors, to build long-term, sustainable sources of income for the organization.

Industry Relations

- Build relationships with other organizations so we can work together and support each other, including ABC Diabetics, JDRF, DYF, Beyond Type 1, diaTribe, Tidepool, DiabetesMine, etc.
- Build and maintain relationships with medical professionals at the various medical facilities around the San Francisco Bay.
- Develop and maintain relationships with the industry reps.
- Introduce community outreach manager to contacts, as appropriate.

Board Relations

- Attend board meetings at the invitation of the Board.
- Work with the Board on annual strategic planning and goal-setting.
- Engage the Board, staff, and external stakeholders in regular evaluations of programs/priorities.
- Provide regular operational and financial data to the Board.
- Develop the annual budget, ensuring proper fiscal accounting and controls, as well as legal and fiduciary compliance.
- Participate in the Board's working committees, as necessary, and in the Board recruitment and training process.

Qualifications

- Proven ability to manage and lead a nonprofit organization.
- Proven experience and background in fundraising and development, with emphasis on raising financial support through corporate sponsorships, individual giving, institutional giving through grant proposal writing and donor relations.
- Excellent communication skills – both written and verbal and the ability to communicate complex topics to a variety of audiences.

- Strong understanding of marketing and social media.
- Outstanding interpersonal skills that demonstrate an ability to work productively with a variety of people and groups.
- Experience in developing, managing and analyzing monthly financial activity reports for program and organizational budgets.
- At least two years' experience managing a small staff.
- Proficiency in a variety of software programs such as Constant Contact, WordPress, Google Docs, Microsoft Office, Google Analytics.
- Demonstrated success in establishing and maintaining effective relationships with business communities, other nonprofit organizations and government entities.

Preferred Experience

- An understanding of the challenges of type 1 diabetes at diagnosis and all stages of life, and empathy for those struggling with it, and an interest in learning/sharing about effective approaches and service providers in the community.
- Bachelor's degree
- Experience soliciting gifts of \$1K or more from individuals and corporations.
- Previous nonprofit event management experience.

Requirements:

- Willingness to work some nights and weekends
- Ability to lift 20 - 30 lbs.

To apply send resume and cover letter **no later than November 13, 2017** to Carb DM Board President, Heike Fischer, at heike@carbdm.org.