

Fisher/Nightingale Houses, Inc.
Non-Profit Executive Director

The Fisher-Nightingale Houses, Inc. (FNHI) is a 501(c)(3) nonprofit organization that provides support to the two Fisher Houses located at Wright-Patterson Air Force Base (WPAFB) and one on the historic Dayton VA Medical Center campus. The FNHI raises funds to support these compassionate care facilities that allow military families to stay together when a loved one is undergoing treatment at the WPAFB Medical Center or the Dayton VA Medical Center.

The FNHI is seeking a full-time (40 hours/week) Executive Director (ED) who will serve the FNHI and will report to and take direction from the FNHI President and its Board of Trustees. The ED is responsible for the FNHI's consistent achievement of its mission and financial objectives. The ED must be committed to the mission, provide guidance, lend credibility to the FNHI through personal and professional involvement and help assure the success of the organization. The ED is free to establish the work schedule needed to perform the required activities and may work from a home office as the FNHI does not have a corporate office.

The ED will enter into employment with the FNHI voluntarily and is free to resign at any time for any reason or for no reason. Similarly, FNHI, with a majority vote of the Trustees present at a meeting of the Board of Trustees, is free to conclude its relationship with the ED at any time for any reason or for no reason.

The ED will receive a salary commensurate with the responsibilities and experience required to fulfill the obligations of the position (\$75,000 - \$95,000). The FNHI Board may, in its discretion, provide an appropriate annual cost-of-living adjustment (COLA) to the ED's salary. Given the salary and responsibilities of the ED, this position is deemed as Salaried and Exempt. The ED will receive paid vacation and all federal holidays, but no insurance or 401k.

Preferred Qualifications and Skills

- Bachelor's degree in management or a complementary field. In lieu of a degree, five+ years of nonprofit fundraising and ten+ years of managerial experience.
- Demonstrated knowledge of fundraising principles, techniques and current trends with a proven track record in donor stewardship or in business development of an organization.
- Strong organizational abilities including planning, delegating, program development and task facilitation with minimal supervision.
- Ability to convey a vision of the FNHI's strategic future to the Board of Trustees, volunteers and donors.
- Strong communication skills and experienced in public speaking--capable of articulating the FNHI's story in a compelling fashion to community and government groups and at FNHI sponsored events.
- Knowledge of and compliance with DoD/VA guidelines and requirements for supporting each Fisher House.
- Keen awareness of the mission of the FNHI and an ability to ensure compliance with Board mandates and FNHI policies.

- Must work effectively and with integrity in collaboration with diverse groups of people.
- Experience with Microsoft Office Suite, Social Media and Fundraising tools.

Primary Responsibilities

- Develop and pursue fundraising opportunities on behalf of the FNHI to benefit the WPAFB and Dayton VA Medical Center Fisher Houses.
- Explore opportunities for fundraising to support FNHI short- and long-range goals.
- Plan, coordinate and conduct individual, corporate and organizational speaking engagements and tours at the WPAFB and/or the Dayton VA Medical Center Fisher Houses for on-base and off-base individuals and organizations.
- Communicate with the WPAFB and Dayton VA Fisher House Managers about their needs, including major projects, and present those needs to the FNHI Board of Trustees.
- Prepare correspondence on behalf of the FNHI, to include acknowledgements for all donations received and solicitations for donations, responses to inquiries, etc.
- Work with the Media Relations Trustee and the Webmaster to provide up-to-date postings on the FNHI Facebook page and other social media to ensure supporters remain aware of Fisher House and FNHI activities.
- Prepare and send to the FNHI Secretary for distribution to the FNHI Board of Trustees a monthly report outlining activities and actions on behalf of the FNHI during the reporting period.
- Make bank deposits in a timely manner and fully account for all income received by the employee on behalf of the FNHI each month, reporting such to the FNHI Treasurer, Bookkeeper and the FNHI Board.
- Pick up mail at the FNHI Post Office Box at least twice weekly; scan any financial documents (e.g. bank statements, bills, investment account statements) to send to the Bookkeeper and Treasurer; and, provide the package of materials to the Treasurer at least twice monthly.
- Chair the annual "All-American Evening" fundraising event committee.
- Administer the FNHI Donor Program, including updates to the FNHI Donor Program database, preparing/ mailing certificates, preparing/ mailing renewal notifications monthly, and reporting the status of the FNHI Donor Program to the FNHI Board monthly.
- Attend the meetings of the FNHI Board of Trustees.

Please email resume and letter of interest to FNHIDayton@FNHI.org by April 28, 2023.