

## **JoshProvides Epilepsy Assistance Foundation**

### **Job Description**

**Position Title:** Chief Executive Officer and Director of Development  
**Objective:** Provide overall professional executive leadership and direction to the operation of and fund-raising for JoshProvides Epilepsy Assistance Foundation (JoshProvides).

**Position Level:** Responsible to the Board of Directors

#### **Responsibilities:**

1. **Personal**
  - Establish a personal goal which is acceptable to the Board of Directors for each Calendar Year.
  - Meet individually with each Board of Directors member to develop personal relationships and to determine how each Board of Directors member can, to the best of their respective abilities, be supportive of fundraising initiatives.
  - Become knowledgeable about epilepsy and be familiar with all aspects of the mission, programs and activities of JoshProvides for fundraising purposes.
2. **Outreach**
  - Represents the organization in the community and advocates through participation in major voluntary and public community organizations.
  - Represents JoshProvides directly to city, county, state and federal public officials and regulatory bodies.
  - Represents the organization to community funders.
3. **Program Planning**
  - To develop and maintain acceptable standards of professional practice in the organization.
  - To keep informed of developments and trends in the organization's operations and to be alert to changing needs in the population served by JoshProvides.
  - To provide appropriate opportunities for Board of Directors and volunteers.
4. **Policy Making**
  - To keep the Board of Directors advised and informed of organization operations so that the Board of Directors can responsibly make policy.
5. **Personnel Management**
  - To administer the personnel policies of the organization.
  - To oversee the employment, evaluation and termination of staff.
  - To clearly and appropriately delegate responsibilities.
  - To provide opportunities for staff participation in the formulation of organization policies and procedures.

- To assure that staff development is provided at a high level to encourage future leadership opportunities.
  - To provide an atmosphere for creative work and a culture that reflects the organization's values and rewards productivity and excellence.
  - To draft and prepare written procedures to follow and supervise and train volunteers involved with fundraising and ensure proper follow up and timely implementation of fundraising activities.
6. Office Management
    - To maintain the records, equipment and facilities of the organization.
  7. Fiscal Control
    - With the assistance of the Treasurer, assist in the preparation of the organization budget and in the presentation and interpretation of budgetary requirements with the Finance Committee for presentation to the Board of Directors.
    - With the assistance of the Treasurer to be responsible for proper accounting of funds.
    - Be responsible for proper registrations and renewals in States where fund-raising occurs.
  8. Marketing
    - Oversees the marketing strategy and supervises all outgoing organization communication.
    - Is proactive with social media.
  9. Record keeping
    - To assure that there is an adequate system to provide organization data for the planning and tracking of fund-raising, as well as of recipients of grant awards and for compliance with grantor requirements.
  10. Fund-raising
    - Establish a written fund raising plan, goals, budget and procedures for JoshProvides for each Calendar Year encompassing both local fund raising and national fund raising.
    - Participate in cultivation and solicitation of prospects.
    - Identify potential funding sources, submit written reports regarding same, prioritized with proposals where appropriate.
    - Monitor all prospects' contacts to ensure positive and purposeful donor relations and provide all necessary follow-up to secure a donation.
    - Maintain internal database as it relates to prospects and fundraising activities.
    - Provide oversight, directions and documentation of all fundraising activities, reporting progress on a regular basis to the Board of Directors.
    - Oversee fundraising activities, including, but not limited to:
      - Annual campaign, Special events, Major Donor Appeals, Planned Giving, Foundation Appeals, Grants

11. Strategic Planning
  - Work with the Board of Directors to maintain a current and relevant strategic plan.
  - Provide written training procedures and organizational assistance that enhances fundraising capabilities and effectiveness of Board of Directors members, volunteers, and staff.
  - Work with the Board of Directors in support and implementation of the mission to be certain that the mission is fulfilled through the programs, strategic plan and community outreach.
12. Board of Directors Governance
  - Responsible for leading the Board of Directors in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Attends all Board of Directors meetings as well as Standing Committees and Ad Hoc Committees as necessary, with the exception of meetings to review the CEO/DD's performance.
  - Recommend and draft policies and procedures to the Board of Directors related to matters affecting JoshProvides.
13. Satellites
  - Establish written procedures for establishing satellite JoshProvides volunteers in other parts of the country and organize their fund raising efforts consistent with the plans goals and budget provided.
14. Reimbursement
  - with the prior written approval by the Board of Directors, JoshProvides will reimburse any pre-approved/agreed upon out of pocket, business related expenses.
15. Grant
  - Will work with the grant selection committee and oversee the selection, award, and follow-up of grant recipients.
16. Support services
  - Will oversee the support services offered by JoshProvides.
17. Research
  - To initiate, plan, and direct studies which will facilitate fuller understanding and interpretation of present programs and provide information for formulating future organization plans.
18. Any other duties as necessitated as CEO/DD.

Please send resume to: Atty, Michael Harshman, 6320 Venture Drive, Suite 104, Lakewood Ranch, FL 34202 or to: [mike@bhlaws.com](mailto:mike@bhlaws.com)  
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