



Executive Director, Washington D.C. & Virginia

About National Kidney Foundation

Fueled by passion and urgency, the National Kidney Foundation is a lifeline for all people affected by kidney disease. As pioneers of scientific research and innovation, NKF focuses on the whole patient through the lens of kidney health. Relentless in our work, we enhance lives through action, education, and accelerating change.

NKF's Mission is what we do, our Values are how we do it.

- Accountability: Earn and Keep Trust
- Collaboration: Work as a team
- Communication: Empower with information
- Community: Build stronger community
- Compassion: Lead with care and respect
- Impact: Focus on the mission

Position Summary

The Executive Director is responsible for running all aspects of the business for the DC and Virginia area. They will lead the training and development of staff and volunteers at the local level and carry out the mission of NKF by successfully raising funds, engaging leadership volunteers, influential community members, and ensuring that program goals are met.

The Executive Director works closely with the Regional Vice President (RVP), leading their local team to attain the income necessary to achieve the markets budgetary goals and implement all program strategies. They serve on the Atlantic Region leadership team and maintain productive and collaborative relationships with other NKF departments and leadership, participating on organizational projects and committees as appropriate. This relationship should be characterized by effective communication, a positive attitude and strategy toward the growth of NKF, and the achievement of its mission. They need to ensure engagement and mobilization of diverse constituents, staff, and volunteers who are representative of the market driving a culture of diversity and inclusion. The ideal candidate must have proven success in fundraising and/or sales and relationship management as well as activation in a virtual environment.

Position Duties and Responsibilities

Fundraising

- Identifies corporate sponsors, individual donors and family foundations; cultivates recruits and stewards these prospects growing engagement and revenue across each fundraising channel.
- Manages cultivation and solicitation for a portfolio of both existing and new corporate, individual, grants, and special events donors ensuring a high-touch stewardship plan.
- Partner with staff team in growing relationships for board / volunteer and corporate recruitment.

- Develops contingency plans as needed to reach targets and can pivot easily to a virtual environment.
- Manages staff team implementing local Individual Giving, Special Events & Programs.
- Proficiency with Salesforce or equivalent (e.g., data input, updating, gift processing, report production)

Board Development

- Lead, recruit, retain and engage local Board of Advisors and ensures 100% board giving.
- Works with board chair(s), schedules meetings and works with volunteers to expand as needed.

Fiscal Oversight

- Develops and executes the market's operational plan including budget, financial analysis, team development, corporate development and program needs in collaboration with staff, volunteers, and RVP.
- Responsible for budget management, ensuring ROI targets are achieved and all local financial reporting and records are processed in a timely and legal manner in accordance with NKF accounting procedures.

Programs

- Support Program staff on execution of NKF's Professional, Patient and Advocacy programs.
- Partners with Health-systems, medical community, and community partners to garner financial and collaborative support.

Market Planning

- Identifies, cultivates and recruits volunteers, companies and organizations to participate in NKF.
- Develops and activated markets program, donor engagement, special events and communications plan.
- Creates event and program timelines and calendars for all activities.

Managerial

- Directly supervises the local market staff by providing guidance, training and coaching.
- Recruits, interviews, hires, and trains new staff in the department.
- Provides constructive and timely performance evaluations.
- Handles corrective action of employees in accordance with policy.
- Performs additional duties, as required.

Candidate Qualifications

- Bachelor's degree from an accredited college or university.
- Minimum of 8 years fundraising experience in nonprofit (voluntary healthcare experience preferred).
- Experience in obtaining major grants and major gifts and recruiting corporate sponsors

and partners.

- Proven experience developing and implementing virtual programs and special events.
- Experience working with volunteers and board of directors and managing staff team.
- Demonstrated competence in planning, budgeting, forecasting, and volunteer motivation.
- Excellent verbal and written communication skills.
- Exceptional interpersonal, organizational, and managerial skills.
- Computer and database proficiency required.

EQUAL EMPLOYMENT OPPORTUNITY

At the National Kidney Foundation, diversity, inclusion, and equal opportunity apply to both our workforce and the communities we serve as they relate to kidney health and kidney disease prevention. It is the policy of NKF to provide equality of employment opportunity regardless of race, creed, color, qualified handicap or disability, national origin, religion, marital status, sexual orientation, age, gender, political affiliation or veteran status, or any other factor or reason prohibited by relevant local, state, and federal fair employment laws.

Your Voice Matters: <https://www.kidney.org/about/diversity-equity-inclusion>

POLICY ON PLACEMENT AND RECRUITING

The Batten Group is committed to the principles of non-discrimination in the workplace. Candidates will not be discriminated against on the basis of race, creed, color, qualified handicap or disability, national origin, religion, marital status, sexual orientation, age, gender, political affiliation or veteran status, or any other basis that is prohibited by federal, state, or local law.