



## JOB DESCRIPTION

EXECUTIVE DIRECTOR  
NAPA MEDICAL RESEARCH FOUNDATION

NAPA, CA

### COOK SILVERMAN SEARCH

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## ABOUT NAPA MEDICAL RESEARCH FOUNDATION (NMRF)

The Napa Medical research Foundation (NMRF) is dedicated to pioneering advances in regenerative medicine, ultrasound imaging and minimally invasive procedures for children and adults suffering from orthopedic and neurological disorders, and to making these innovations available to all members of the community.

The NMRF was started in Napa, CA in 2014 by patients who had been treated successfully and medical experts who fully support the noninvasive innovations of the team of talented physicians and clinical researchers at NMRF.

For more information, please visit [www.napamedicalresearch.org/](http://www.napamedicalresearch.org/)

## POSITION OVERVIEW

The Executive Director is responsible for planning and executing an effective fundraising strategy, including the cultivation, solicitation and stewardship of individual gifts, corporate, foundation and in-kind gifts.

## REPORTING RELATIONSHIPS

The Executive Director reports to the Chairman of the Board of Directors. The position supervises two talented staff members including a Community Relations Manager and a part-time Marketing and Communications Manager.

## PRIMARY RESPONSIBILITIES

- Create and implement a plan for long term financial sustainability through the identification, cultivation, solicitation and stewardship of individual major gifts, corporations and foundations, planned giving and community-based fundraising.
- Develop, empower, motivate, coach, train and lead a development team of volunteers and Board members to achieve fundraising goals.
- Establish a process for identifying, researching, qualifying, and regularly updating new high capacity prospects.
- Review and assess current donor cultivation and stewardship plans and update them as need be.
- Build a robust planned giving program and engage leaders and prospects for the long term.
- Assist in building, recruiting, leading, coaching, developing, inspiring and retaining the Foundation Board, and other volunteers.
- Expand local and other revenue-generating and fundraising activities to support existing program operations and expansion.
- Deepen and refine all aspects of communications, from web presence to external relations to digital and social media campaigns, with the goal of creating a stronger brand in the community.
- Monitor, participate in, and adhere to best practices in philanthropy and communications sectors.
- Help develop and manage the annual Foundation budget and workplan; track and report results to the Executive Committee at their monthly meetings and help prepare and track compliance reports.
- Present fundraising, business and NMRF performance updates to the Board of Directors at their quarterly meetings.
- Effectively work with partners and local community groups already in place to ensure further coordination of future fundraising and partnerships.

## QUALIFICATIONS

- Five to seven years of progressively challenging experience managing all aspects of a development office, including major gifts, capital gifts, endowment gifts, annual gifts, corporate and foundation gifts, planned gifts and events

- Highly entrepreneurial spirit coupled with diplomacy
- Experience working in a medical setting and with grateful patients, preferred
- Demonstrated experience managing a major gifts program
- Planned giving experience
- Exceptional communication skills, including writing, public speaking, meeting facilitation and consensus building
- Financial and/or business management experience with similar revenue streams, including budgeting and oversight, nonprofit compliance and reporting
- Senior management experience in a comparably focused fundraising organization
- Experience working and partnering with a Board of Directors
- Ability to attract, develop, and retain paid and volunteer staff, maintain a high level of performance, and effectively utilize their talents
- Action-oriented, entrepreneurial, adaptable and innovative approach to business planning
- Passionate, imaginative, positive, mission-driven and self-directed
- Creative problem solver
- Bachelor's degree required, master's or advanced degree preferred
- Marketing and communications experience, including strategy development and implementation, and online media
- Experience and proficiency with technology, including Salesforce or comparable CRM, as well as general computer literacy and proficiency
- Outstanding interpersonal skills and demonstrated ability to build trust and rapport with a range of stakeholders, including Board Members, funders and donors, volunteers and staff
- Passion for and commitment to the mission of the Napa Medical Research Foundation

#### TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

Napa Medical Research Foundation is an Equal Opportunity Employer.