



Executive Director Job Description

Type 1 United

Job Title **Executive Director**
Classification **Full-Time, Salaried**
Reports To **Board of Directors**

Location **Remote in Western Washington State, USA**

This position is open until filled; to ensure priority consideration, applications should be submitted by April 17, 2024.

Type 1 United, one of the Pacific Northwest's leading providers of camps and uplifting programs for families, children, and adults impacted by type 1 diabetes, is hiring an Executive Director starting immediately. This is an outstanding opportunity for a nonprofit leader with experience in fundraising and board development and enthusiasm for community, caring, and camping.

Position purpose: The purpose of the Executive Director role is to further the mission of Type 1 United through strong leadership and fundraising, guidance of the Board of Directors and strategic operations, and oversight of ConnecT1D Family Camp, ConnecT1D Adult Retreat, and Camp Leo Summer Camps.

Essential Job Functions:

Executive Leadership (50%)

Financial Development

- Develop comprehensive annual fundraising plan that includes individual donors, major gifts, corporate sponsorships, and foundation grants.
- Broaden base of major donors, corporate sponsors, and other contributed revenue sources.
- Cultivate existing relationship with Lions club, including providing Lions volunteer support and attending conferences if possible.

Founders Dinner

- Responsible for planning and execution of annual Founders Dinner, in coordination with the Founders Dinner Committee, a 130+ person fundraiser dinner and auction event.

Staff Management

- Management of one full-time program coordinator.

Administration

- Organizational management of all platforms, vendors, and software.
- Management of all state and federal licenses, ensuring organizational compliance with all nonprofit regulations.
- Maintain budget, account payables, and accounting records alongside accounting firm.

Organizational Development and Strategic Planning

- Guide the Board of Directors in strategic planning and implementation.
- Ensure effective systems to measure success and communicate progress to the board, funders, and other constituents.

Program Planning and Delivery (20%)

In collaboration with the Program Coordinator

- Assist in management of ConnecT1D Adult Retreat, Camp Leo, and ConnecT1D Family Camp.
- Development of program policies that represent Type 1 United mission and values.
- High level conversations with speakers and facilitators, as needed.
- Provide direction, supervision, and training to all volunteers and vendors, as needed.
- Assist in registration management, as needed.
- Ensure American Camping Association accreditation is maintained (accreditation visit Summer 2025).



Outreach, Marketing and Communication (20%)

- Create and implement marketing and communication materials to maximize current and future registration and fundraising (including monthly newsletter and social media).
- Develop relationships and outreach opportunities to underserved T1D communities.
- Collaborate and lead in effecting positive communication within and among all board structures, programs, partners, and with parents and staff.
- Responsible for all communications with media and/or governmental agencies.
- Responsible for coordination and/or attendance at all partner conferences (ADCES, SNOW, Lions, Children's, JDRF, etc.).

Board of Director and Volunteer Management (10%)

- Develop, maintain, and support a strong Board of Directors.
- Assist in the coordination and advancement of all Board of Directors activities including assisting the President in Board meeting coordination and procuring documents, management of Board of Directors onboarding, and coordination and advancement of committees.
- Management of Medical Committee, comprised of medical professionals.
- Actively engage and energize volunteers, board members, event committees, alumni, partnering organizations, and funders. Assist in high level volunteer recruitment.
- Maintain and develop relationships with hospitals, schools, and organizations for medical volunteer recruitment.

Other job duties as assigned.

Core Qualifications:

- The Executive Director is self-driven, open to new ideas, and acts as a conduit for the organization's strategy. They are organized and proactively communicate with the Board, volunteers, and the greater T1D community.
- Demonstrated effectiveness in fundraising efforts.
- Proven leadership skills to collaborate with staff, volunteers, and Board.
- Strong people and program management and supervisory skills and experience.
- Able to represent the organization to associations, donors, fundraising events, and publicly.
- Senior-level experience planning annual budgets.
- Excellent written, presentation, and oral communication skills
- Bachelor's degree or equivalent experience required; master's degree or equivalent experience preferred
- Experience with non-profits, camping, and/or Type 1 diabetes strongly preferred

Working Relationships:

- Serves as the chief administrative officer of the Boards of Directors
- Serves as the head of staff, supervisor to all paid and volunteer staff
- Serves as the primary spokesperson for Type 1 United with the executive leadership of the Board of Directors

Total Compensation Package:

- Total Compensation Package range \$75,000-\$105,000 DOE
 - Discretionary annual bonus
 - Health benefit stipend
- Flexible working schedule - will include occasional evening, weekend, and overnights.
- Remote – work from home with home office stipend, occasional in person meetings and programs.
- Unlimited PTO, 11 Federally Recognized Holidays, Office Closure Thanksgiving Wednesday – Friday and December 24th – January 2nd.

Type One United is an equal employment opportunity employer. No person is unlawfully excluded from employment action based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status or other protected class.

Submit your application by emailing a resume and cover letter to board@t1united.org, priority consideration deadline is April 17, 2024.