

# Aubrey's Song Foundation, Inc.

## Job Description

**Job Title:** Executive Director

**Location:** Owensboro, KY

**Hours:** Part-time, 20 hrs/wk

**Job Purpose:** The executive director works with the Board and volunteers to develop a strategic plan and maintain the operation of Aubrey's Song Foundation in pursuit of its mission to raise awareness of the prevalence of eating disorders by increasing understanding, providing education, endorsing treatment, and promoting prevention.

### Essential Duties and Responsibilities:

#### Administrative:

- Maintain a record of Foundation activities
- Ensure compliance with legal regulations, especially those of the Internal Revenue Service and the Kentucky Revenue Cabinet (stay abreast of fundraising regulations, policies, and practices)
- Run social media and other marketing campaigns (provide timely updates to website and other promotional campaigns)
- Create Foundation update reports
- Track donations and donors
- Maintain Foundation member list
- Work with Finance Committee to develop budget and track expenditures
- Perform cost/benefit analysis outlining return on investment of different Foundation activities

#### Community Involvement:

- Build strategic partnerships throughout the community with other nonprofits, businesses, treatment providers and individuals
- Mutually beneficial treatment resources

#### Volunteer Management:

- Work quickly and independently to address the needs of volunteers and donors
- Direct and coordinate volunteers
- Setup retention strategy to motivate and reward high-quality volunteers
- Recruit and train new volunteers

#### Programming:

- Develop eating disorder educational and awareness programming
  - Expand existing programming of school educational presentations, community presentations, and other community events
  - Develop new programming content and partnerships
- Coordinate delivery
  - Setup educational/community presentations
  - Schedule with and for other volunteers
  - Give presentations
- Proactively provide recommendations and best practices to improve service

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Fundraising:

- Participate in event planning
- Lead grant writing
  - Submit applications for current grants
  - Identify new grants
- Increase incoming funds
  - Set up new fundraising events/campaigns
  - Solicit monetary donations and in-kind services
  - Analyze data related to overall performance of fundraising efforts including donor retention and acquisition, appeal effectiveness, and modify strategy accordingly
- Set up retention strategy to motivate and reward high-quality donors

Other duties as needed

**Experience and Knowledge Requirements:**

Nonprofit experience preferred or education and demonstrated relevant experiences to the duties above.

- Solid verbal communication skills as well as writing, editing and proofreading skills
- Current computer skills
- Ability to effectively prioritize and manage multiple tasks simultaneously
- Demonstrated ability to work both independently and as part of a team
- Encompass traits of good judgment, confidentiality and discretion, particularly in communicating with those affected by eating disorders
- Initiative to organize and follow through with tasks to meet deadlines
- Must be willing to work a flexible schedule particularly surrounding primary fundraising/awareness events
- Valid driver's license is required
- Additional hours and occasional travel may be required

NOTE: The Executive Director works on a personal services contract and is not an employee of Aubrey's Foundation. The Executive Director is responsible for personal income tax and personnel benefits. Some travel may be involved. Salary and incentives to be negotiated based on experience.

**Required Documents:**

- 1) Cover Letter
- 2) Resume

**Application Information:** send cover letter and résumé to [ExecutiveDirector@AubreysSong.org](mailto:ExecutiveDirector@AubreysSong.org) or Aubrey's Song Foundation, Attention: Executive Director Position, PO Box 184, Philpot, KY 42366