



The Epilepsy Foundation of Northern California

Executive Director Position Description

OUR CLIENT

The **Epilepsy Foundation of Northern California (EFNC)** is a mission driven organization that is working to educate, connect and empower people about epilepsy and seizures. Their vision is to ensure that people living with seizures realize their full potential through the broad range of programs and services delivered by key staff and volunteers for individuals living with seizures, their families and the wider community.

EFNC's passionate and committed staff is dedicated to providing information, resources, and support to the over 180,000 Northern Californians living with epilepsy. They currently serve 44 counties from the Oregon border down to Fresno County.

The goal of EFNC is to ensure that people with seizures are able to participate in all life experiences, to improve how the community views epilepsy, and to dispel myths about this condition by providing information through training, events, and programs.

<https://epilepsynorcal.org/>

SCOPE AND RESPONSIBILITIES

The Executive Director will be a dynamic presence and voice for EFNC's movement and someone with the ability to form strong relationships with all of their key stakeholders, provide vision, leadership, strategic direction and administrative/operational oversight for growing the comprehensive fundraising and programmatic effort of the Foundation and its staff.

He/She/They will report directly to the Board of Directors and work closely with them to propel the organization to the next level by enhancing the visibility, establishing priorities and significantly increasing the financial resources of the Foundation.



Key responsibilities include:

Strategy and Planning

- Works closely with the Board to create and develop the strategic direction for EFNC which will encompass long-term and short-term plans and performance measurements that will guide both strategic, financial and operational decision-making.
- Provides overall leadership of the collaborative process with the Board, staff and patient community which will inform the establishment of goals and objectives to fulfill the mission of EFNC.
- Ensures the periodic review, evaluation and modification of programs to meet the changing needs of the organization's constituencies.

Donor and Fund Development

- Develops and implements fundraising goals and strategies including identification, cultivation and solicitation of individual donors, corporations, health care providers and pharmaceutical companies for EFNC.
- Manages and oversees the fund development activities with a focus on increasing both major donor giving and event participation and support.
- Focuses on partnering with the Board to build key relationships with current and prospective donors.

Administrative and Organizational Management

- Hires, manages, evaluates, mentors and motivates staff to ensure excellent standards of professionalism, quality and value throughout all areas of the organization's operations.
- Must have key understanding of accounting and accounting principles and partner closely with EFNC's outside accounting expert/firm.
- Plans, develops and administers the annual operating budget. He/She/They will present and interpret budgetary needs to the Board for approval.
- Ensures employment policies and practices are implemented and followed.



Board and Community/National Partnerships:

- Works closely with the Board to increase the visibility of the Foundation's mission and goals.
- Assists the Board in creating a culture of giving and identifying potential donors. Takes an active role in the recruitment, education and retention of Board members.
- Maintains current collaborations with key organizations which include hospitals, health care providers, pharmaceutical companies and establishes new partnerships that will leverage the resources and mission of EFNC.
- Collaborates and works in partnership with the National Epilepsy Foundation when appropriate.

Public Relations/Advocacy

- Demonstrates knowledge, support and passion for the mission, vision and values of the organization.
- Develops in collaboration with key volunteer partners and oversees the implementation of a strategic marketing plan that provides a clear and concise message about EFNC.
- Represents the organization in all media relations and promotes EFNC's visibility and welfare through participation and membership in appropriate forums.

Programmatic Development and Implementation

- Oversees program staff and supports existing programs which include camps, conferences and support groups.
- Works with program staff to develop new and expanded areas of programs that meet the mission of the organization and the individuals it serves.
- Manages the administrative components of all program services and ensures quality assurance monitoring and adjustment as needed.



QUALIFICATIONS

The ideal candidate will have at least five years of non-profit experience in building, managing and growing an organization successfully and will possess the following:

- Ability to provide strong entrepreneurial and innovative leadership in developing and implementing new and creative strategies for fulfilling the mission and creating change and organizational growth.
- Extensive and demonstrated track record in the non-profit sector of diversifying and increasing, developing and maintaining a large donor program that includes the following: major individual donors, public and private foundations and significant gifts from corporations along with vendors and key sponsors.
- Strong relationship building and communications skills with both internal and external constituencies.
- Experience and/or demonstrated interest in health, education and disease related programs/issues.
- Track record in working with Boards to strengthen fiduciary and policy responsibilities while diversifying and ensuring a broad range of skills.

PERSONAL CHARACTERISTICS

The Executive Director should embody the following personal characteristics:

- Excellent communicator with people at every level; a leader and bridge builder. Can communicate opposing points of view in a professional and compelling manner.
- Is both proactive and operational along with a roll-up your sleeves management style; can initiate new ideas/relationships while keeping a fast moving train on the tracks.
- Ability to work well under pressure and adapt easily to changing situations and priorities. Good judgment and consensus building skills.
- Inspiring, creative, visionary, and compassionate.



EDUCATION

Bachelor's degree is required. Master's Degree preferred.

COMPENSATION

A competitive compensation and benefits package will be provided to the successful candidate.

PROCEDURE FOR CANDIDACY

Please submit resumes and letters of interest to:

Tarek Azzani:
Azzani Search Consultants
San Francisco, CA
tazzani@azzanisearch.com

Eunice Azzani is available for questions:
415-987-3300 (Cell)

The Epilepsy Foundation of Northern California is an equal opportunity employer and committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees.