



March 17, 2023

Hiring: Full-Time, Salaried Executive Director

Hirsch Wellness Network Inc. (HWN):

Seeks an energized and motivated individual to serve as Executive Director of HWN, a 501(c)3 non-profit organization based in Greensboro, NC.

About Us:

For 15 years, HWN has been at the forefront of the Arts in Health movement by providing Healing Arts and Wellness programs for cancer patients, survivors, caregivers, and medical professionals. HWN programs are provided free of charge to participants and are offered online via Zoom conferencing and in-person for group activities at the Hirsch Center art studio/offices at Historic Revolution Mill. Since its inception, HWN has provided over 1,900 programs attended by more than 20,000 participants. (Includes individuals who attend multiple programs per month.)

Within the clinical setting, HWN Artist in Residence programs bring Healing Arts activities on-site to regional cancer centers. All programs are presented by select fine artists and wellness facilitators.

Overview:

This full-time, salaried position requires leadership and fundraising skills, organizational and management abilities, a high level of attention to detail, strong communication skills, budget development and management experience, flexibility, a sense of humor, and a general comfort level working with diverse groups of people. Required is a willingness to work events that may involve nights and weekends.

This position reports directly to the HWN Board of Directors and works with the Board Chair and Committee Heads. The position will be evaluated annually based on goals achieved and the organization's success.

The Executive Director Role

The Executive Director of HWN provides leadership as the public representative in the Greater Greensboro community. The Executive Director will lead the management, operation, fundraising, programming, and promotion of all Hirsch programs and events. The Executive Director will: (1) manage the staff and all business operations for efficiency and effectiveness; (2) develop, manage, and evaluate the quality of Healing Arts programming; (3) oversee HWN finances; (4) promote HWN programs and events, and address media opportunities; (5) target, negotiate, and finalize grants and sponsorships from individuals, foundations and corporations; (6) manage relationships with programming and fundraising partners; (7) generate new ideas for improving the quality and impact of HWN Healing Arts; (8) manage staff, personnel issues and build/maintain a strong team; (9) ensure effective internal communication among the non-profit's staff and Board Chair.

To achieve these objectives, the ideal candidate must bring to HWN: a keen sense of detail, the ability to critique one's ideas and the ideas of colleagues, the skills to inspire and cultivate strong partnerships with funders, and management skills to run a non-profit organization that has a variety of operational goals and high standards for quality and compassion in community service.

Qualifications

- Management experience in the nonprofit sector is required.
- 4-year college degree required.
- Public speaking, writing, and computer skills with working knowledge of Microsoft Office 365, Kindful, Zoom, QuickBooks, Adobe Creative Suite
- Must manage time well and be self-motivated, requiring minimal direction once grounded in the position.

Executive Director Responsibilities:

Fundraising

The Executive Director will work with the Fund Development Committee and Board Chair to facilitate fundraising efforts by cultivating and sustaining relationships, including individual donors, strategic campaigns, annual events, grants, public/private partnerships, and corporate sponsorships. Fundraising is an integral and primary function of the Executive Director and is paramount to the organization's overall success.

Finances

The Executive Director works with the HWN's Treasurer and finance committee to ensure financial strength and stability. This includes working directly with the Board of Directors and others to prepare and maintain an annual budget, ongoing analysis of revenues and expenses, creating additional sources of income, making sure bills are paid, and making sure any payments owed to HWN are received. The Executive Director should also possess a strong understanding of grant funding, including research, writing, and reporting.

Non-profit Management

Managing operations of HWN is the responsibility of the Executive Director. This includes recruiting and managing new staff members and key volunteers, designing internal work-flow, overseeing payroll, and ensuring efficiency in operations and communication.

Programming and Events

The Executive Director works with the nonprofit's staff to generate ideas for new programs and ensure that the programs are well run and developed with relevant benefits for the cancer community. The Executive Director is also responsible for evaluating attendance data and analyzing whether programs meet qualitative and quantitative success levels.

The Executive Director works with the HWN Board of Directors and Events Committee to oversee annual fundraising events, including the Art Lives Here Silent Art Auction, Lunafest Film Festival, and This is For Me Participant fundraiser. The Executive Director is also charged with establishing new ideas for community fundraising engagement.

Board of Directors

The Executive Director is expected to maintain a close relationship with the Board of Directors and is responsible for assisting in monthly board and committee meetings. The Executive Director will work to maintain open lines of communication with each Board Member and volunteer as appropriate.

The Executive Director works with the board to identify and vet new members for appointment to the board. The ideal Executive Director candidate should possess strong board management experience and an ability to work effectively with a large group of individuals.

Public Relations

The Executive Director is the public face of HWN and is responsible for promoting the organization in Greensboro and across the country. Strong public speaking abilities are required for interviews with newspapers and magazines, attendance at community meetings and events, and engaging board members and donors.

Compensation

Executive Director's annual salary range is \$65,000 - \$75,000 and includes a benefits package. Compensation will be determined by the HWN Board of Directors in negotiation with the selected candidate.

To Apply: Please submit cover letter with salary requirements, resume' and contact information with any professional references to: HirschWellnessHiring@gmail.com

Deadline: April 28th, 2023

Review of applications will begin May 1st, 2023 and will continue until position is filled.