EXECUTIVE DIRECTOR – CHICAGO, ILLINOIS

THE GASTRO-INTESTINAL RESEARCH FOUNDATION (GIRF) is a non-profit 501(c)3 dedicated to raise funds to support the physicians and scientists at the University of Chicago Medicine Digestive Diseases Center in their efforts to provide outstanding care, train future leaders, and perform innovative clinical and laboratory research in order to treat, cure, and prevent digestive diseases. The GIRF Board of Directors and staff work together and support each other to find sources for funding groundbreaking research in the field of digestive diseases. Monthly board meetings, along with committee meetings, are a time of social engagement and knowledge sharing that contribute to the spirit of finding cures.

POSITION SUMMARY
The Executive Director provides professional leadership and staff management for the Foundation. Leadership responsibilities include executing GIRF’s strategic business plan to implement both short and long-range strategies that will achieve the organization’s mission and goals. The Executive Director will actively engage and energize the GIRF board members, volunteers, events committees, donors, partnering organizations, University of Chicago Medicine Digestive Diseases Center development office, and medical staff. The Executive Director will oversee the organization’s budget and will cultivate partnerships and alliances that promote growth and awareness in the community. The Executive Director will serve as a key leader for the Foundation with volunteers and supporters.

KEY RESPONSIBILITIES
• Work closely with the Executive Committee, Board of Directors, and Development Committee to execute the board development process, including the on-boarding of new board members and advisory council members.
• Serve as ex-officio member of each committee to drive and support committee activity.
• Recruit, lead, and develop GIRF staff and ensure that performance is evaluated.
• Ensure effective tracking of activities and results to measure success that can be effectively communicated to the board, donors, and other constituents.
• Oversee all aspects of the Foundation management. Ensure ongoing excellence, program evaluation, and consistent quality of finance and administration, fundraising, development, and communications.
• Represent the organizations as the external forward-facing person.
• Lead and supervise a team to oversee fundraising campaigns, communications and marketing, board development, financial reporting, meeting programming, logistics and administrative support.

Fundraising & Development
• Work with staff and board members to expand revenue generating and fundraising activities.
• Work with staff and board members to develop new and diverse fundraising methods beyond annual fundraisers, including major donor programs, corporate support and other revenue generating sources.
• Support the Director of Major Gifts in her role for developing and implementing strategies for prospect identification and solicitation, proposal development, mobilization of outside support, and coordination of internal support activities.
Marketing & Communications

- Deepen and refine all aspects of communications and organization visibility—from web presence to external relations with a goal to create greater awareness, a stronger brand that reflects the understanding of GIRF’s mission.
- Develop and oversee outreach initiatives with relevant constituents that have been touched by GIRFs mission as well as members of the Chicago community.

QUALIFICATIONS

- Degree in nonprofit sector work or finance, management, or communications.
- 5 years of senior management experience with a track record of effectively leading and growing nonprofit organizations; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth (medical non-profit preferred).
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set, and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people
- Connection to digestive diseases is a plus.
- Must reside in the Chicago metropolitan area.
- Remote office environment with in-person events and meetings.
- To apply: Please email a resume and cover letter to info@girf.org.