



FOUNDATION FOR
SARCOIDOSIS RESEARCH

CHIEF EXECUTIVE OFFICER (CEO)

The Foundation for Sarcoidosis Research (FSR) is the nation's leading nonprofit organization dedicated to finding a cure for this disease. Since 2000, FSR has worked to support research and patients in the sarcoidosis space. This has been accomplished through funding sarcoidosis research, raising awareness of the disease, and serving as an authoritative resource for patients, health professionals and the public.

The Chief Executive Officer (CEO) is responsible for overseeing the execution of the strategic plan, administration, and programs as well as fundraising, marketing, and community outreach.

Overview

The CEO will have the responsibility for overall leadership and management of the organization including:

- Implementing the FSR strategic plan
- Engaging actively in fundraising efforts and cultivating strategic partnerships
- Serving as the public face of the organization as well as developing and implementing a communication plan that conveys FSR's value-add for all stakeholders
- Working closely with the FSR Board of Directors and Scientific Advisory Board
- Demonstrate leadership and effective management

The CEO will be responsible to help bring the Foundation to the next level in meeting its mission and improving the care of patients with sarcoidosis. Specific responsibilities and duties include:

Strategic Leadership

- Providing visionary leadership to the organization in the areas of finance, development, research and communications
- Translating the vision of the organization into programming for research, awareness and education with achievable and measurable goals
- Engaging, motivating and growing the support base of donors and those affected by sarcoidosis directly or indirectly
- Developing strategic partnerships with academic, government and corporate researchers and institutions and other mutually beneficial alliances

Fundraising and Finance

- Working with the Director of Development and Board of Directors to broaden the organization's revenue stream and strengthen its financial position through individual major gifts, foundation and corporate funder solicitations, government grants, special events and strategic partnerships
- Providing oversight to a full range of special event fundraising activities such as pledge-based and ticketed events; and Attending fundraising and cultivation events



FOUNDATION FOR
SARCOIDOSIS RESEARCH

- Working with the Finance Director to develop annual budget monitoring expenditure and variance vs. budget
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position

Board Relations

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization
- Working with the Board of Directors in oversight and governance of FSR and the execution of the strategic plan
- Preparing materials for and, with the Board Chair, leading Board of Directors meetings as well as providing monthly updates and reports to the Board of Directors
- Identifying and nominating prospective members to the Board of Directors through cultivation activities
- Working with the President of the Board to ensure that all Board members are donors and each has an annual plan of engagement

Communications and Community

- Developing and implementing a communication plan that conveys FSR's value-add for all stakeholders
- Serving as an articulate and passionate spokesperson for FSR and an advocate for sarcoidosis research among government leaders, within the research community, and among physicians
- Building and cultivating relationships with both US and international sarcoidosis researchers and institutions
- Working with and engaging the Scientific Advisory Board into the strategic vision of FSR
- Engaging as appropriate with sarcoidosis patients and caregivers via the Patient Advocate and Navigators program
- Communicating results of FSR's investments with a broad array of stakeholders

Organization Mission and Management

- Overseeing the development, implementation and the success of research, awareness and educational programming
- Engaging with volunteers, Board, researcher and other stakeholders in alignment with FSR vision, mission and values
- Leading, supervising, and supporting all staff and interns

CANDIDATES MUST POSSESS THE FOLLOWING QUALIFICATIONS:



FOUNDATION FOR
SARCOIDOSIS RESEARCH

Professional Qualifications

- The ideal candidate is a highly organized and motivated strategic thinker
- The qualified candidate will have the skills to grow the Foundation for Sarcoidosis Research and will have the entrepreneurial energy to oversee an evolving organization with global reach.
- Exceptional management experience, knowledge of healthcare non-profit practices and strong grant writing skills are critical as is the ability to effectively interact with both the Board of Directors and the Scientific Advisory Board.
- A history of successfully generating new revenue streams and improving financial results.
- Established success in fundraising
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Ability to travel appropriate to the role
- Bachelor's degree in any field and a minimum of eight to ten years professional experience in the nonprofit healthcare arena and prior experience executing strategic planning processes

Preferred Qualifications

- A Master's degree in any field is strongly preferred
- Experience interacting with the biotech/pharmaceutical industry is a plus
- A background in medical research is strongly preferred

Salary commensurate with qualifications and experience.

References will be requested.

[Interested applicants please submit cover letter and resume.](#)