
Foundation Executive Director Resume

Job Objective

Seeking employment in the position of Foundation Executive Director with a qualified organization so that I can exercise my skills and expertise in this field.

Summary of Qualifications:

- Strong experience in non-profit fundraising and management
 - Outstanding experience in effectively leading change and organizational growth through strategic planning
 - Exceptional knowledge of staff leadership, fundraising, partnership development and financial management
 - Sound knowledge of issues that are faced by people within the mixed heritage and transracial adoption communities
 - Skilled in leading and assisting staff and volunteer teams
 - Ability to create and implement an effective fundraising program
 - Ability to provide case support, connect donors and encourage volunteers
 - Proficient with Microsoft Office Suite – Excel, Word and MS Access
 - Strong and effective oral and written communication skills
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Work Experience:

Foundation Executive Director, August 2005 – Present
Samaritan Health, Pine Bluffs, WY

- Developed and led strategy of the organization within the broad context of the local and national landscape.
- Developed goals, objectives and operational plans for the organization.
- Oversaw preparation of the annual budget and other necessary financial documents.
- Provided suitable information to directorates in its budgetary appraisal and approval procedures.
- Set-up policies consistent with the mission of the Foundation.
- Worked with all standing and ad hoc committees of the Board.

Foundation Executive Director, May 2000 – July 2005
Highline Medical Center, Pine Bluffs, WY

- Ascertained that employment policies are adhered to in all employment practices and partners with the Board to implement changes.
 - Ensured that organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.
 - Developed a strategic marketing plan for the foundation.
 - Supervised work flow, design and delivery of program initiatives for overall strategic plan.
 - Monitored Foundation programs, assuring good program services.
 - Ensured good quality of programs.
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Education:

Bachelor's Degree in Business, Mount Olive College, Mount Olive, NC

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