

Reporting directly to the Board of Directors, the Executive Director (ED) will hold overall strategic and operational responsibility for FROG's mission, with a particular focus on Froggy's Closet. The ED will play a pivotal role in expanding and executing the organization's mission while fostering deep engagement with volunteers, board members, partnering organizations, and donors. The ideal candidate will demonstrate strong leadership capabilities, exceptional communication skills, and a passion for driving positive change within the community.

Responsibilities:

Leadership & Management:

- Provide visionary leadership to FROG, aligning all initiatives with the organization's mission and values.
- Work in collaboration with the Board of Directors insuring all of the administrative tasks of the board's decisions are completed.
- Actively engage and energize volunteers, board members, partnering organizations, and donors to support FROG's objectives.
- Develop, maintain, and support a strong Board of Directors, attending all Board Meetings and providing regular updates.
- Provide quarterly financial statements, accurately reflecting the financial health of the organization.

Fundraising & Communications:

- Expand upon three current annual fundraisers, seeking innovative approaches to increase revenue generation.
- Complete grant applications for key funding sources, including United Way, Community Foundation of the Northern Shenandoah Valley Electric Coops, and Walmart.
- Deepen and refine all aspects of communication, including web presence and external relations, to strengthen FROG's brand.
- Utilize external presence and relationships to identify and capitalize on new fundraising opportunities.
- Actively promote the visibility of the organization within the community by collaborating with professional, civic, and private organizations.

## Planning & New Business:

- Cultivate relationships with donors and community leaders to secure ongoing support for FROG's initiatives.
- Collaborate with the Financial Committee to develop and present an Annual Budget that aligns with organizational goals.
- Work with the Board of Directors to establish Legacy Giving programs, encouraging long-term support from donors.
- Partner with social media companies to implement strategies for soliciting recurring gifts from supporters.

## Qualifications:

- Bachelor's degree in a relevant field; advanced degree preferred.
- Proven experience in nonprofit management, with a track record of successful leadership and strategic planning.
- Demonstrated ability to cultivate relationships with diverse stakeholders, including volunteers, board members, donors, and community leaders.
- Strong financial acumen, with experience in budgeting, financial reporting, and grant management.
- Exceptional communication skills, both written and verbal, with a keen ability to engage and inspire others.
- Proficiency in leveraging technology and social media platforms for fundraising and communication purposes.