

**EXECUTIVE DIRECTOR
INDY PUBLIC SAFETY FOUNDATION**

A unique opportunity to grow an up and coming Foundation, with the assistance of a strong and influential board of directors that will provide direction and vision to find ways to enhance the lives of front line public safety personnel and support the Indianapolis Department of Public Safety. This position will provide a direct path to civic involvement in the City of Indianapolis. Founded in 2013, the Indy Public Safety Foundation (IPSF) exists to enhance the safety and quality of life in our city, by providing financial and other support to the Indianapolis Department of Public Safety. For more information, please visit www.IndyPSF.org

POSITION

This is a full-time position reporting to the Board of Directors with a salary range of \$70,000-\$80,000. The Executive Director will have overall responsibility for Indy Public Safety Foundation’s administration, business plans, programs, day-to-day operations, finance and accounting, and execution of its mission. Other key duties include fundraising, marketing, community outreach, and communication with the Board of Directors.

IDEAL CANDIDATE PROFILE

• Fundraising Experience	• Creative ideas & solutions	• Relationship Builder
• Self-Starter	• Engaging	• Financial Background
• Interest in public safety	• Community Driven	• PR Savvy

KEY RESPONSIBILITIES

Fundraising & Donor Communications

- Responsible to develop multiple fundraising programs in cooperation with the Fundraising Committee of the Board.
 - The position will be required to reach out, and meet with, potential donors and partners in order to develop relationships that will assist the Foundation in achieving its goals.
- Assist the Fundraising Committee and volunteers in planning, marketing, setting up for, and executing various fundraising events.
- Responsible for sending correspondence, including invitations and thank you notes, to donors.

Leadership & Management

- Work with the Board Chair, Board, and members of the Indianapolis Department of Public Safety to ensure the mission is well defined and fulfilled through strategic planning, programs, and community outreach.
- Actively engage and energize IPSF volunteers, board members, event committees, donors, partnering organizations, and citizens of Indianapolis.
- Develop, maintain, and support the Board of Directors: serve as ex-officio of each committee, seek and build board involvement with all aspects of the Foundation.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Administration

- Draft Mission Statement, Vision Statement, and Business Plan in order to assist with establishing the overall direction of the Foundation.
- Prepare annual budget, financial statements, and variance reports to ensure financial viability. Responsible for all records management.
- Responsible for the banking relationship of the Foundation, including making deposits, reconciling bank statements, writing and signing checks, etc.

- Responsible for the day-to-day accounting of the Foundation including receivables, payables, assets, booking journal entries, and producing financial statements.
- Responsible for the legal relationship of the Foundation, ensuring compliance with federal, state, and local regulations. Will sign contracts, notes, and agreements on behalf of the Foundation.

Program Management

- Responsible for implementation of the Foundation's programs that achieve the Foundations mission.
- Represent the programs and point of view of the Foundation to the media, agencies, organizations, partners, general public, and other stakeholders.
- Establish relationships and cooperative agreements with the community groups and organizations in order to achieve various program goals.
- Work closely with the various departments of the Indianapolis Department of Public Safety to develop and implement programs.

Marketing

- Be a representative of the Foundation that publishes and communicates program results, upcoming events, fundraising programs, and generally represent the Foundation in a positive manner.
- Responsible for maintaining the website, updating current events, Twitter account, Facebook account, as well all other social media outlets used by the Foundation.

QUALIFICATIONS

- A passion for public safety in the city of Indianapolis, as well as a commitment to the men and women on the front lines.
- Bachelor's Degree preferred.
- Strong philanthropic background and knowledge of fundraising strategies and donor relations unique to the non-profit sector.
- Local applicants are encouraged to apply; residents of Marion County will receive preference.
- Previous experience with philanthropy.
- Excellent organizational management with the ability to motivate staff and volunteers, manage programs, develop high-performing committees, set and achieve strategic objectives, and manage the annual 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.
- Action-oriented, entrepreneurial, adaptable, creative and innovative approach to business.
- Ability to work in collaboration with diverse groups of people.
- Integrity, positive attitude, mission-driven, and self-directed.

Interested persons should submit a detailed cover letter, resume, and salary history by **January 9, 2015**. Apply via the CharitableAdvisors.com Nonprofit Job Board at: [Click Here](#). No phone calls please. EOE