

**Briggs & Barrett Project**  
**Executive Director Search / Full Time – Spring 2023**

The Board of Directors of the Briggs & Barrett Project (the “Foundation”) invites nominations and applications for the organization’s inaugural Full Time Executive Director.

The Mission, Vision & Role

The Briggs & Barrett Projects mission is to spread SIDS Awareness in a supportive environment through education, tools, and resources; with the guidance from two angels in heaven. We Strive to assist in providing peace of mind to families. The Foundation conducts this critical task by providing supporting services, programs, and resources at low or no cost to participants or recipients with Owlet Dream Sock assistance. to families in our community, state, and across the United States. We encourage all interested in nominating or applying to visit the Foundation’s website at [www.briggsandbarrettproject.com](http://www.briggsandbarrettproject.com) to learn more and submit your information for consideration.

After 5 initial years of growth the Foundation will hire its inaugural Executive Director to lead the Foundation into the future. This is an exciting opportunity to join an organization with an established group of board members, committed volunteers, ambitious donors, nationwide exposure, strong business relations with a Worldwide company Owlet, and has been cultivating fundraising strategies for multiple years.

In this new key leadership role as Executive Director, you will be responsible for creating, leading, and implementing all strategic goals and objectives of the organization. The director must be an active, enthusiastic advocate for the organization's mission. The board will expect the director to inspire donors, volunteers, and staff, explain the mission to the press, and communicate goals and plans clearly. This includes managing initiatives in constituent recruitment (board, team, volunteers, investors), fundraising/development, PR, and community

relations, as well as overseeing daily operations of the organization. This position reports to the Board of Directors.

### Role and Key Responsibilities

The Foundation's strategic plan to grow the organization's capacity to support families with newborns. The Executive Director's role will be to bring this strategy into action through:

- Strengthening the Foundation's financial position through revenue growth and diversification.
- Researching, applying, and potentially managing for key grants to give us the funding needed to operate and grow.
- Expanding and solidifying philanthropic and programmatic relationships.
- Building operational capacity and implementing nonprofit sector best practices to ensure sustainability, including transforming the board from a volunteer working board to a governing board.
- Bringing wider community/national awareness and engagement to the Foundation's mission and impact.
- Overseeing the daily operations and becoming the positive public face of the organization.
- Representing the Foundation and its programs with government agencies, private funding sources, and within the community.

The Executive Director's main responsibilities include, but are not limited to:

- Work closely with the Board of Directors to provide governance and fiduciary responsibilities to all areas of the Foundation.
- Execute on the strategic plan as approved by the board.
- Managing all messages through all platforms (Email, Social, Media, Mail, etc.)
- Receiving data/stories/content for social media platforms
- Will report to all Board and Committee Meetings.
- Will conduct task given from our Committees and Board.
- Building an organized structure of documents from our office.
- Inventory Management and building a program to track/order inventory.
- Managing our office space in all aspects (stock, cleanliness, organization, prep)
- Being a spokesperson for the Briggs & Barrett Project in the community along with radio, television, meetings, etc.

- Serve as the primary fundraising specialist for the Foundation by managing and meeting fundraising priorities that coincide with the strategic plan as approved by the Board. This includes acting as a fundraiser/strategist/advisor for the board and committees, planning, executing annual appeals, and fundraising events, and cultivating and soliciting planned gifts.
- Grant research and applications
- Building up financial resources, developing the overall budget and strategic direction for the organization's future, and administering the budget as approved by the board.
- Provide operational support for Foundation activities, including but not limited to compliance, communication and marketing operations, quality assurance and program efficiency.

### Desired Qualifications

- Enthusiastic for serving those affected by infant loss and/or SIDS and believe in our mission
- Well adapted and familiar with the Norfolk community and its businesses.
- Required involvement in various community entities or organizations.
- Ability to intelligently communicate the Project's mission and vision to donors or sponsors without notice.
- Tech Savvy and deeply knowledgeable with social media
- Proficiency MS Word, Excel, and other computer systems.
- Experience in fundraising and grant writing.
- Bachelor's degree.
- Nonprofit management experience.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the board, volunteers, and donors.
- Program Coordination, Project Management, and/or Event Planning experience as well as proven ability to direct the activities of volunteer committees in the execution of programs and events.
- Understand the principles of financial management, ability to read and interpret financial statements.
- Professional communication skills and ability to communicate and work well with an active Board of Directors and membership.

- Experience in community outreach and public relations and proven ability to represent an organization to the greater civic community.
- Active fundraising experience. Excellent donor relations skills and understand the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
- Solid organizational abilities including planning, delegating, program development, and task facilitation.
- Dynamic and charismatic team player who enjoys being the public face of an organization.
- Transparent and high integrity leadership with a strong work ethic and high degree of energy.

### Preferred Qualifications

- Bachelor's degree as well as experience with the client population is preferred.
- Non-Profit experience
- Resident or familiar with the Norfolk NE area along with the state of Nebraska.
- Knowledge of relationships with Nebraska hospitals and foundation offices is preferred.
- Very familiar with Business Owners/Managers/Executives in our community.

### Salary & Benefits

- Pay rate is commensurate with education and experience.

### Location & Travel

Office at Briggs & Barrett Project office residing at 1112 Riverside Blvd, Norfolk NE. The Executive Director must have the ability and willingness to travel throughout the Nebraska community as needed and work the occasional evening and weekend for fundraising and awareness activities.

### Reporting Structure & Colleagues

The executive director reports to the board, with the chief liaison is the chair of the board. This is the body that hires the Executive Director, monitors, and evaluates that person's performance bi-annually in formal reviews each August and January. The ED and the board work together as a team to carry out the mission of the organization, but each entity has autonomy in certain areas. Though

there are over-lapping areas, in general the board is responsible for mission and vision, sets policy, and develops the strategic plan of the organization; and the staff (if others are hired with time), head by the executive, is responsible for day-to-day operations.

### Nominations & Applications

For full consideration, applications should be received by January 31st, 2023

Candidates should be prepared to provide:

- Resume
- Cover letter
- A list of at least three (3) professional references with current contact information.

**Nominations, application materials and inquiries can be directed to [president@bbproject.org](mailto:president@bbproject.org)**