

Executive Director

Indiana Parkinson Foundation

Founded in 2009, the mission of the Indiana Parkinson Foundation (IPF) is to *improve the daily lives of people with Parkinson's mentally, physically, and spiritually*. IPF is a young and dynamic organization, and the Board of Directors and community partners are excited about the potential for this expanding organization. Its primary program for people with Parkinson's, The Climb, has grown from one location in Noblesville to six locations, with several additional locations in development across the state of Indiana.

Position Summary

The Executive Director has the opportunity to lead IPF through a time of unprecedented growth and momentum in the community. The Executive Director works in partnership with the Board and staff to provide leadership, vision, and direction for the organization. S/he develops effective fundraising strategies and solicits support for the organization, manages programs and operations, and represents IPF in the community.

Qualifications

Must hold a bachelors degree and have at least 3-5 years of progressive experience in nonprofit leadership and/or fundraising positions. Strong understanding of best practices in leadership and management as they relate to nonprofit organizations. Experience in collaborating with nonprofit Board of Directors and managing staff and volunteers. Skilled in effective fundraising and strategic planning. Proficient in creating and adhering to budgets and managing finances. Must maintain a professional and positive demeanor and represent core values of Indiana Parkinson Foundation in the community. Availability to travel occasionally to observe programs, solicit funds, and meet with community partners.

Personal Characteristics:

- **Build relationships:** Establish and maintain positive working relationships with others, both externally and internally, to achieve organizational goals
- **Think strategically:** Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication techniques
- **Lead:** Positively influence others to achieve extraordinary results
- **Make decisions:** Assess situations to determine the importance, urgency and risks, make clear decisions which are timely and in the interest of organization
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Solve problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and resolve the problem

Please submit resume and cover letter by March 15 to rebecca@indianaparkinson.org