

## Executive Director — Houston C.U.R.E. Community

**Position Overview:** The responsibility of the Executive Director is to develop strategic partnerships and raise the money to achieve Project C.U.R.E.'s mission of delivering life-saving medical relief to the neediest people in the world. This is a fundraising position with an annual goal of \$1 million.

Responsibilities include developing productive donor relationships with individuals, corporations and organizations that have financial resources, executing successful fundraising events, and engaging the local community to support the work of Project C.U.R.E. around the world.

### Responsibilities:

- Design and execute an effective, quantifiable fundraising plan for individual giving, major gifts, corporate donations, foundation support and C.U.R.E. Cargo sponsors from the Houston community and Harris county.
- Recruit and lead the Houston Ambassador Board which is an engaged, active group of individuals who assist and advise the Executive Director in fundraising and development of the mission of Project C.U.R.E.
- Develop and manage strategic partnerships with organizations and companies as well as university programs, hospital partners, faith communities, and others; solicit funding, grants and gifts for Project C.U.R.E.'s projects around the world.
- Secure financial sponsors for individual container delivery projects through the C.U.R.E. Cargo program, and serve as the primary "Client Care" steward of that relationship throughout the project.
- Recruit and manage a team of volunteers and interns, including members of the Ambassador Board to expand the effectiveness of the Executive Director's efforts.
- Collaborate with the Houston Operations Director who manages the procurement, warehousing, transportation, processing and delivery of life-saving medical supplies and equipment.
- Execute fundraising events in coordination with the Director of Special Events through securing financial and gift-in-kind sponsorships, donor attendance and event execution.
- Represent Project C.U.R.E. in the news and on social media as well as attend community events to increase the recognition and reputation of Project C.U.R.E. in the community.
- Coordinate with staff at the International Headquarters and the other Executive Directors in C.U.R.E. Communities by sharing stories and "best practices," attending semi-annual Town Hall meetings in Denver, Colorado and participating in regularly scheduled meetings and conference calls.
- Manage accurate and up-to-date information on donors and other project sponsors in the Project C.U.R.E. (CRM) database.

**Qualifications:** The Executive Director must demonstrate alignment with Project C.U.R.E.'s mission and core values, and possess the internal motivation and passion to address the healthcare inequalities in the developing world in a sustainable manner. The ideal candidate for the position demonstrates the following qualities:



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- Is qualified: Holds a bachelor's degree and has at least five years of demonstrated fundraising success, specifically in the area of individual giving and major gifts.
- Is goal oriented: Manages to metrics, OKR's and Key Performance Indicators, including meeting or exceeding fundraising goals/objectives, monitoring performance and reporting results; is a "self-starter" who is internally motivated and does not require significant supervision.
- Develops people: Recruits, inspires and leads volunteers, mentees and interns to achieve goals within the context of building a "performance culture." Is accessible to volunteers and associates at all levels, interacting consistently, openly and honestly to assure everyone is treated with dignity and respect.
- Works well with others: Utilizes excellent relationship management and interpersonal skills; the ability to work effectively with donors, board members, volunteers, staff and interns; displays mature judgment, high emotional intelligence and effective communication skills.
- Is resourceful & "bottom line" oriented: To continue to meet the efficiency goals of Project C.U.R.E., the Executive Director must secure in-kind sponsorships and leverage relationships to reduce direct expenses by negotiating discounts and benefits with vendors and venues, and can meet budget and resource challenges to maximize net revenue goals.
- Is a recognized leader: Continually seeks learning and self-improvement, maintains the high ethical standards and values, and encourages others toward higher levels of effectiveness.
- Is a capable communicator: Demonstrates effective communication skills in writing, interpersonal communication and public speaking; understands the importance of listening.
- Is motivated: Has an obvious passion and enthusiasm for saving lives and strengthening health infrastructure systems in the developing world with an attitude of tenacity and determination.
- Is well organized: Is prepared, conscientious, effective and able to prioritize in an environment with multiple demands and complicated schedules.
- Is coachable: Has an attitude of openness, is eager to learn new things without becoming defensive, and does not get stuck in a repetitive pattern of doing the same things the same way for too long. Can quickly comprehend complex concepts and will accept instruction.

**Compensation & Benefits:** This position offers competitive compensation commensurate with experience and typically ranges from \$85,000 to \$100,000 annually. The position includes a generous health insurance plan, paid vacation and holidays, and a 403(b) plan.

**About Us:** Healthcare in many developing countries is a global crisis. The severe lack of healthcare disrupts social and economic stability in almost every developing nation. Disease causes nine-out-of-ten preventable deaths in developing nations among children and adults. Millions of children under the age of five die each year from preventable disease, and more than 70% of these deaths occur from pneumonia, diarrhea, measles, malaria and malnutrition. Founded in 1987, Project C.U.R.E. ([www.projectcure.org](http://www.projectcure.org)) has grown to be the largest organization in the world delivering nearly 200+ forty-foot ocean freight cargo containers of donated medical supplies and equipment annually. Each project begins with an onsite Needs Assessment to ensure that Project C.U.R.E. delivers the right items to the right people. Project C.U.R.E. has delivered medical relief in 130+ countries. In addition, Project C.U.R.E. conducts C.U.R.E. Clinics, Helping Babies Breathe trainings, and bio-technical trainings to hospitals and health care clinics in 40 developing nations.



On average, the value of a Project C.U.R.E. Cargo container is worth \$450,000 (wholesale), providing an amazing 20-to-1 “return on investment.” Project C.U.R.E. operates Distribution Centers in Denver, Phoenix, Houston, Nashville, Philadelphia, Kansas City and Chicago where 20,000+ volunteers sort more than 26,000 types of non-perishable medical supplies and certify medical equipment for shipment abroad. Project C.U.R.E. also operates 9 Collection Centers from Ithaca to Sarasota and Portland. Project C.U.R.E. receives both new and quality used medical items from hundreds of hospitals throughout the United States and medical manufacturers, such as Stryker, Medline, Medtronic, Kimberly-Clark, Steris, and Hill-Rom.

Project C.U.R.E. operates on 2.5% administrative overhead and has earned numerous awards for being the industry leader in international medical donations. Project C.U.R.E. is recognized as a four-star organization by Guidestar, ranked a Platinum Participant by Charity Navigator and was ranked by *Forbes* magazine as one of the 20 most cost-effective nonprofits in the United States.

**Mission:** The mission of Project C.U.R.E. is to identify, solicit, collect, sort and distribute medical supplies and services according to the imperative needs of the world.

#### Core Values:

- **Credibility and Integrity** ~ We will be honest. We won't make promises we can't keep, and we will keep the promises that we've made.
- **Partnership** ~ We seek to assist other individuals and organizations that share our common vision.
- **Creativity and Ingenuity** ~ We will endeavor to pioneer new ways of meeting the needs of others, being stewards of our resources and solving problems—from the small inconveniences to the major obstacles.
- **Stewardship** ~ Despite the fact that most of our assets are donations, we will remember the source and value of these and treat each as a gift.
- **Excellence in Service** ~ We will do our best work in meeting the needs of one another, our donors, our partners, and the sick and dying around the world.
- **Information and Competence** ~ We will become experts in our area of service. We will gain an increasing body of knowledge and expertise to be used, together with these other objectives, to see our vision become reality.
- **Attitude** ~ We will respect and honor others in the way that we treat them. We will strive to remain pleasant, positive, and optimistic in all circumstances.

#### To Apply:

Applicants should submit a resume and cover letter via email to:

Julie Topka, Executive Administrator to the President/CEO

10377 East Geddes Avenue, Suite 200

Centennial, Colorado 80112

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