



Executive Director – Position Description

POSITION SUMMARY: The Executive Director is the key management leader of the **Council of State and Territorial Epidemiologists Foundation (CSTEF)** <https://cstefoundation.org>, a foundation created in 2018 to support the work of the **Council of State and Territorial Epidemiologists (CSTE)** <https://www.cste.org/>

POSITION'S PURPOSE: The CSTEF Executive Director provides overall direction, leadership, management, and coordination of the CSTEF activities with a focus on fund raising and support of the supported organization, CSTE. The Executive Director will report to the CSTEF Board of Directors, supervise the CSTEF Advancement Officer and work closely with the Executive Director of CSTE. Under the direction of the Executive Director, the CSTEF will support applied epidemiology practice initiatives by increasing the CSTEF assets for the current CSTEF strategic priorities of major expansion of the existing Applied Epidemiology Fellowship Program and the Jeff Davis Scholarship Fund, as well as additional strategic priorities determined in a 2022 Foundation strategic planning process, based on the *2021-22 CSTE Strategic Impact Plan*. This effort will involve both short-term and immediate fundraising activities and the creation and implementation of a more comprehensive development plan, based on the finalized CSTE Foundation strategic plan. Additional strategic priorities may/will be added in the future. The Executive Director will report to the CSTEF Board of Directors and work in consultation and concert with the CSTE Executive Director.

DUTIES AND RESPONSIBILITIES:

- Oversee the continued development of CSTEF Policies and Procedures, the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach.
- Lead CSTEF in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicate effectively with the Board, providing timely and accurate information necessary for the Board to function properly and make informed decisions.
- Be principally responsible for leading development activities in conjunction with the Advancement Officer, including individual meetings with donors, prospects, and donor groups in the public health arena.
- Coordinate with the CSTEF Board in identifying, cultivating, and soliciting new sources of funding including private, public and corporate/foundations sources.
- Develop strategies and materials for greater CSTEF visibility, including creating and presenting marketing materials for CSTE and CSTEF.
- Work with the CSTEF Treasurer to assure the fiscal integrity of CSTEF, to include submission of an annual budget and monthly financial statements reflecting the financial status of CSTEF.
- Carry out fiscal management, operating within an approved budget, while ensuring maximum resource utilization and maintenance of the organization in a positive financial position.
- Work closely with the Board and staff to ensure the mission of CSTEF is fulfilled through partnerships with government, corporations, other foundation organizations and individual leaders and donors.
- Enhancing CSTEF and CSTE's image by being active and visible in the public health and related non-profit public health support foundations, organizations, and corporate giving programs.



- Oversee and expend appropriate resources to ensure the operations of CSTEF are appropriate for administration of operations, hiring and retention of competent staff, and signing agreements and other instruments made and entered into on behalf of the CSTEF.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Highly experienced public health and/or nonprofit management professional with excellent interpersonal skills, the ability to be diplomatic, understand the management of internal politics, and build consensus between supporting and supported organizations.
- Effective written, listening, and oral communications skills.
- Experience with systems, processes and work alliances in complex, collaborative organizations.
- Knowledge of principles of foundation advancement, development, and philanthropy.
- Experience and knowledge of techniques of donor cultivation and solicitation.
- Expertise with forms of private resource development including annual, capital, planned giving, and events.
- Excellent process management skills, financial operations experience and computer proficiency with development software and Microsoft Office products.

Required Qualifications:

- BA or master's degree from an accredited educational institution.
- Five or more years of public health and/or senior nonprofit or other related management experience
- Strong communications skills supporting long-term working relationships with donors and donor organizations.
- Experience with fundraising in a non-profit 501(c)(3) organization.
- Ability to convey a vision of CSTEF's strategic future to staff, board, volunteers, and donors.
- Strong organizational abilities including planning, delegating, program development and evaluation

Preferred Qualifications:

- Public health experience, preferably in a governmental public health at the state or local level
- Experience with membership, alumni relations, and volunteer development.

Compensation:

- Salary range is between \$125,000-\$175,000, dependent upon candidate's qualifications, and includes a medical/dental and PTO benefits package. This is a newly formed Foundation seeking an experienced public health leader/nonprofit management professional to carry out the duties and responsibilities listed above, focusing on launching donor outreach and targeted appeals.
- This position will be located in Atlanta, GA.

HOW TO APPLY: Please send a one-page cover letter and resume (both in PDF format) to jobs@cstefoundation.org. Cover letter should include why you desire the position, as well as the qualifications you possess to be successful in the role.