

# Diocese of Nashville

<https://dioceseofnashville.com/job/executive-director-2/>

## Executive Director

### Description

The Executive Director (ED) leads the organization in every phase of development and upholds the organizational structure of both the facilities in Haiti and state-side. The ED maintains the vision provided by Board leadership, hires and oversees the day-to-day operations of all staff, while working closely with the executive committee and members of the VHF Board of Trustees. The ED is responsible for fundraising and the overall financial success of the organization.

### Foundational Responsibilities

- Provide guidance and assistance to Visitation Hospital leadership and staff regarding operational efficiency and effective healthcare delivery;
- Support continuing advancement of autonomous Haitian leadership and effective VH networking within the Haitian health and social service system;
- Serve as conduit of communication between VHF leadership and staff and VHF Board of Directors;
- Maintain respectful, comprehensive, and mutually productive dialogue;
- Develop reasonable and sufficiently comprehensive reporting tools that supports VHF's Board to exercise its appropriate fiduciary responsibility;
- Develop relationship with the Haitian Clinic Administrator and the Parish Twinning Program of the Americas Haitian Coordinator;
- Responsible for hiring US staff; be resource to Haiti Administrator;
- In conjunction with Board leaders develop and regularly refresh VHF's three-year strategic plan that outlines broad-based strategies together with detailed tactical plans that include financial assumptions and anticipated measurable outcomes;
- Participate actively in forums and collaborations of governmental and private agencies involved with promotion and expansion of health and social welfare in Haiti;
- Provide oversight and coordinate management of the Phase II expansion project of VHF; working closely with our architect, building committee; and clinical services committee;
- Develop productive relationships with all members of the Board of Directors, facilitating utilization of extensive talent and commitment;
- Work collaboratively with VHF Executive Committee in identifying potential new Board members and establishment of Board Committees that may be warranted;
- Participate as staff resource to VHF Board and its committees.

### Fundraising Responsibilities

- Responsible for effective fundraising and marketing efforts in conjunction with staff, Board members, and Volunteer support;
- Develop a year-long fundraising plan and present to Board at January meeting;
- Continue to organize an annual event such as the Hope and Healing for Haiti luncheon; and seek other avenues for fundraising events such as golf tournaments and possible pre-Christmas events in November with Board assistance;
- Continue direct mail 3-4 times a year (Fall Appeal, Christmas, Easter),
- Write and post monthly e-blasts, social media marketing; and website

### Hiring organization

Visitation Hospital Foundation

### Job Location

Nashville, TN

### Date posted

February 4, 2025

### Valid through

31.04.2025

Please submit a cover letter and resume to Fran Rajotte at [franrajotte47@gmail.com](mailto:franrajotte47@gmail.com)

management;

- Prepare quarterly newsletters; and annual report;
- Continue to establish an endowment fund project;
- Meet regularly with donors and prospective donors; once safe to do so, take donors, prospective donors, board members, etc. to Haiti;
- Willingness to speak at civic, community, church, and health care group meetings;
- Work with current members, and add to our Development Committee;
- Develop partnerships with international collaborators and prospective partners with Catholic religious organizations and/or Haiti hospitals and government officials;
- Cultivate collaborative partnerships that include technical and intellectual exchange, public awareness and fund development generation;
- Seek to establish collaborative partnerships with professionals in the Haitian diaspora and cultivate parish partners;
- When safe to do so, travel to Haiti each year with a Board members to meet with clinic staff, local government officials, local bishop and pastor, and residents; and seek partnerships with religious groups in Port-au-Prince; work with US architect;
- Expand composition and capacity of donor base;
- Provide regular and creative communication vehicles that motivate and inspire continuing involvement and financial contribution;
- Identify and cultivate potential major individual and corporate donors into sustaining partnerships;
- Seek ways to involve younger donors through social media, and attract Young Leaders as Junior Board members;
- Use donor base engines such as Donor Perfect, or similar programs to manage donor support and maintain donor knowledge;
- Actively research and pursue grant project opportunities and grant writing volunteers/consultants that will enhance relevant services for VHF in accordance with the organization's strategic plan;

### **Financial Performance**

- Works with bookkeeper and board Treasurer to provide quarterly financial statements to the entire Board and monthly to the Executive Committee, including lists of donors each month;
- Together with bookkeeper, oversees auditing process and ensures federal tax return is submitted and annual state reports submitted by the bookkeeper;
- Works with the bookkeeper and Board Treasurer to develop the annual budget.
- Is responsible for operating within the fiscal management budget each year.

### **Requisite Competencies**

- Advanced education and experience in theories and practices of community and public health, particularly applied to the circumstances of developing international countries;
- Exceptional written and verbal communication skills that are persuasive and inspiring;
- Demonstrates ethical behavior and uses good judgment, flexibility, communication proficiency, collaboration skills, technical capacity, thoroughness, ability to accept and learn from feedback, excellent verbal and written communication skills; organized and detailed-oriented;
- Familiarity and proficiency in the creative and effective use of multiple forms of social media;

- Knowledge of donor software engines such as Donor Perfect or similar program; Microsoft Office and related software;
- Understanding of, and sensitivity to, the cultural context and mores of Haiti.
- Operates in a professional office environment and uses standard office equipment such as computers, phones, photocopiers and scanners;
- Demonstrates compassion and care for all staff members, while maintaining a professional atmosphere.

### **Required Education**

- Bachelor's Degree, preferred Master's degree (in Healthcare, non-profit administration, public health, or pastoral services);
- A minimum of 3 years of experience in a leadership role and managing people; prefer 5 or more.

Preference is given to those living within 100 miles of the greater Nashville area, but we will be flexible. However, those who live outside this area should be prepared to travel to Nashville for important donor meetings, special events, and meetings with Board and staff.

### **Salary and Benefits**

A bonus incentive will be discussed together with a base salary and benefits reimbursement.

### **To Apply**

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