

Executive Director, Children's Cardiomyopathy
Foundation
University at Buffalo, The State University of New York

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Posted May 30, 2024, set to expire Sep. 29, 2024

Job Title	Executive Director, Children's Cardiomyopathy Foundation
Department	Pediatrics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Development/Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/50391

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Job Description

The University at Buffalo Department of Pediatrics seeks an ambitious and visionary leader to fill the role of Executive Director of a non-profit organization focused on pediatric cardiomyopathy. Reporting directly to Dr. Steven Lipshultz, MD, Professor and Chief Medical Director for the [Children's Cardiomyopathy Foundation \(CCF\)](#), and working closely with CCF's Founder & Board President and key stakeholders, the Executive Director will provide strategic direction, operational oversight, and leadership to advance the mission of the CCF. This is a full-time remote position with occasional travel requirements for conferences and special events. Responsibilities include but are not limited to the below:

Administration & Governance

- Direct administrative functions, including financial management, budgeting, compliance, and

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operational planning of the organization.

- Facilitate quarterly board meetings and collaborate with stakeholders to develop and implement strategic growth plans.
- Maintain regular communication and coordination with CCF project leadership and staff to ensure alignment with organizational goals.

Fundraising & External Partnerships

- Lead fundraising efforts by overseeing various initiatives, including donor cultivation, grant applications, corporate partnerships and fundraising activities including: a corporate roundtable program, an annual Golf for a Cure, Bake for a Cure (virtual), Walk for a Cure (virtual) and other fundraising opportunities.
- Identify new opportunities for sponsorship and grant funding to support existing and new programs and initiatives.
- Cultivate relationships with donors and external partners to expand support for the institutional mission.

Programming & Education

- Enhance the development and implementation of educational programs and initiatives to support an educational outreach webinar.
- Collaborate with internal and external stakeholders to enhance patient and family support programs.
- Participate in collaborative projects with allied organizations to advance educational initiatives in pediatric healthcare.

Marketing & Communications

- Oversee the department's communication strategy, including web, email, and social media platforms.
- Develop and execute annual communication plans to promote departmental activities and initiatives.
- Evaluate marketing campaigns and provide strategic analysis to improve effectiveness.

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Staff Management & Coordination

- Provide leadership and supervision to departmental staff, fostering a culture of collaboration and teamwork.
- Coordinate with external vendors and consultants to support CCF initiatives.
- Utilize project management software to facilitate coordination and track progress on departmental projects.

Job Requirements

- Home office setup with necessary equipment and internet access.
- Availability to attend events and meetings as required.
- Occasional travel to conferences and events, averaging 3-5 times per year.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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Contact Information



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Contact

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