

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

Direct Link: <https://www.AcademicKeys.com/r?job=236882>

Downloaded On: Jun. 30, 2024 8:42am

Posted May 31, 2024, set to expire Sep. 30, 2024

<b>Job Title</b>	Executive Director, Children's Cardiomyopathy Foundation
<b>Department</b>	Pediatrics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Institutional Advancement Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/50438">https://www.ubjobs.buffalo.edu/postings/50438</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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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 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

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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.

### **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



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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

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact