

Executive Director

Funeral Service Foundation

Since 1945, the Funeral Service Foundation has served as the profession's philanthropic voice.



MISSION

We support funeral service in building meaningful relationships with the families and the communities it serves.

VISION

The Foundation's vision is improved end-of-life experience for families and their loved ones.

IMPACT

The public recognizes and engages funeral service professionals' expertise because it understands that meaningful memorialization is an essential part of the healing process.

For a confidential conversation and to learn more about this opportunity please contact:

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The Organization

The Foundation serves as a subsidiary and the nonprofit charitable arm of the National Funeral Directors Association (NFDA), a professional membership association. The Foundation receives operational support from NFDA and donors across the profession to help advance its mission to support funeral service in building meaningful relationships with the families and the communities it serves.

The National Funeral Directors Association (NFDA) is the world's leading and largest funeral service association, serving more than 20,000 individual members who represent nearly 11,000 funeral homes in the United States and 49 countries around the world. NFDA is the trusted leader, beacon for ethics and the strongest advocate for the profession. NFDA is the association of choice because it offers funeral service professionals comprehensive educational resources, tools to manage successful businesses, guidance to become pillars in their communities and the expertise to foster future generations of funeral professionals. NFDA is headquartered in Brookfield, Wis., and has an office in Washington, D.C. Read more about the association here <https://www.nfda.org/>.

NFDA's Foundation is structured as a separate 501c3 entity with a board of trustees comprised of men and women from across the profession whose participation is based solely upon a belief in – and commitment to – the Foundation's mission. Each trustee may serve up to two three-year terms. In accordance with Foundation bylaws, at least 60% of the Board of Trustees must be licensed funeral directors and maintain membership in the National Funeral Directors Association

As a grant making organization the Foundation supports initiatives with a national/international scope that advance the practice of funeral service, the knowledge of funeral service professionals, and greater public awareness of funeral service, grief and bereavement. Credible national organizations with interests similar to, or that complement the interests and mission of the Funeral Service Foundation, may apply for funding. These organizations must have the ability to publicly acknowledge the generosity, care and compassion of the funeral service community.

Grant making pillars:

- Fuel the careers of funeral service professionals through scholarships, professional development, outreach, and tools and resources.
- Fund and promote initiatives and outreach that make a measurable impact on funeral service.

Position Summary

Reporting to the CEO of the National Funeral Directors Association, the Executive Director is responsible for overseeing day to day operations, administration and communications for the Funeral Service Foundation. Working in partnership and closely with the NFDA CEO, and the Foundation Board of Trustees, the Executive Director will ensure the continuity of mission and vision as it relates to cultivating donors and the mission-centered grant making process.

Mission Alignment

- Promotes and assists in carrying out the Foundation's mission, vision, goals, and strategic plan as developed by the Board of Trustees and staff.
- Responsible to convey the strategic vision to employees, Board of Trustees, NFDA members, sponsors, academics and other collaborative parties.

Spokesperson

- Serves as the Foundation's primary spokesperson and represents the Foundation at conventions, board meetings, educational events, etc., including preparing and giving oral presentations.
- Supports and sustains the Foundation's mission through effective and transparent communication with stakeholders including Foundation trustees, staff and committee members; NFDA members, staff and boards; established and potential donors; grant recipients and mission-aligned organizations and partners; state associations, educational institutions, etc.

Donor Cultivation and Relations

- Develops and fosters meaningful and collaborative relationships with end-of-life organizations through strategic outreach and engagement. Identifies, assesses and cultivates mission-centered funding opportunities and initiatives.
- Responsible for donor stewardship, cultivation, recognition, etc. Develops and directs fundraising initiatives (e.g. donor database, annual, major, and planned giving; special events and campaigns; and grant seeking) to achieve financial and philanthropic goals.
- Oversees execution of Foundation special events including the annual golf classic, donor appreciation reception, and other events as assigned.

Governance

- Collaborates with the Board of Trustees and NFDA CEO to assure the goals are in alignment with the mission of the Foundation.
- Oversees the preparation and distribution of all Board of Trustee and committee correspondence to include, but not limited to, meeting notices, agendas, minutes, notes, letters, internal memos and reports.
- Directs the development and tasks of all Foundation committees: Executive, Grants, Communications, Finance, Fund Development, Ad Hoc Committees and other task forces as needed.

Administration and Foundation Operations

- Responsible for planning and managing the Foundation's annual budget in partnership with the Board.
- In conjunction with the Board, staff and appropriate committees, develops and maintains Foundation policies, procedures and committee charters, and upholds Foundation by-laws.
- In conjunction with the NFDA Controller and Finance Committee, oversees the Foundation's annual budget and endowment/investment performance.
- Ensures that the Foundation complies with IRS regulations and state 501(c)(3) registration requirements; maintains high-level GuideStar rating.
- Directs and develops the Foundation team (2), while encouraging on-going professional development.
- Ensures the Foundation is properly resourced to achieve strategic goals, including technology to support donor and grantee data.

Grant Making

- Prepares cost proposals for projects. Analyzes proposals and recommends ways for cost savings.
- Ensures grant making process is in alignment with the foundation pillars.
- Oversees the scholarship and grant award processes. With staff, develops and maintains evaluation framework to help determine the effective disbursement of funds, measurable grantmaking outcomes and mission achievement.

Education, Professional Experience, Attributes and Qualifications

- 7-10 years of experience successfully managing and executing philanthropic activities at a nonprofit/foundation is required.
- Bachelor's degree - Master's Degree strongly preferred.
- Strong interpersonal and leadership skills and vision along with the ability to communicate effectively; both verbally and in writing are essential.
- Adept at relationship, team and consensus building.
- Proven strategic planning ability; visionary and high-level thinking are key.
- Exceptional donor stewardship and cultivation skills.
- Dynamic, engaging and confident public speaker.
- Experience working with and developing a high-level, engaged governing board. Involvement with a national-focused board is a plus.
- Experience leading an affiliate of a larger organization or membership association is desirable..
- Position requires an ability to handle multiple projects and tasks, attention to detail and the highest degree of confidentiality.
- Must be able to work in a fast-paced, deadline-oriented environment with a variety of diverse individuals. Must be flexible regarding work hours and have the ability to travel.
- Knowledge of all Microsoft Office applications required. Knowledge of Donor Perfect or similar cultivation software preferred.

Location

The Foundation offices are in the National Funeral Directors Association international headquarters building, situated in the beautiful Bishop's Woods office park in Brookfield, Wisconsin.

