

Diabetes Dayton (an Agency of LifeCare Alliance)
Contact Cris Peterson, Executive Director
Diabetes Dayton
cpeterson@diabetesdayton.org, 937.739.6261

POSITION TITLE: Executive Director, Diabetes Dayton

POSITION SUMMARY:

The Executive Director of Diabetes Dayton is responsible for the day to day operations of Diabetes Dayton, a seventy year old Diabetic Service Agency (501c3) serving the Dayton and Western Ohio area.

This position will manage operations at Diabetes Dayton, and interact with LifeCare Alliance management staff, Diabetes Dayton and LifeCare Alliance donors, volunteers, Board members, and the community to insure the stability and ongoing success of Diabetes Dayton. This position directly supervises all Diabetes Dayton staff and volunteers. This opening is due to the upcoming retirement of the existing Executive Director.

A major focus will be on advancement activities, including building relationships with donors and prospects, devising and executing strategies to raise funds, and developing communication strategies, and strategies for Diabetes Dayton. In addition, this position will be responsible for identifying major gift opportunities and planned giving candidates, and meeting with government officials. This position will also work closely with the LifeCare Alliance Grants Manager and staff to identify, apply and report on numerous grants. As Diabetes Dayton's funding is mostly from these types of development activities, this will be a major area of work.

This position will represent Diabetes Dayton and LifeCare Alliance in various settings including regular presentations for donors, funders, and community organizations, attendance at Diabetes Dayton and LifeCare Alliance events, and other community locations and events. This position will be responsible for maintaining the highest level of ethical standards within the agency's development and operations activities. This position will be part of the Leadership team of LifeCare Alliance, and may serve on various agency and community Boards and committees.

A key responsibility for this position is the management of Camp KoManShe, a one week camp for children with type one diabetes. Responsibilities include managing the camp in person, recruiting, hiring, and training of program staff, coordinating with Camp Program Directors on activity schedule and securing materials, insulin and medical supplies.

This position also manages the Diabetes Emergency Supply Assistance Program (DESAP) which provides needed diabetes supplies to those in need.

Work performed in this position will be of a complex, professional and confidential nature. Work requires a current knowledge of Dayton area philanthropic giving activity and strict adherence to all applicable regulations, laws and policies governing agency development and operating activities. This position has constant contact with the public, agency board members and agency employees and

volunteers. The Director must be able to conduct agency business in a variety of public and private settings, including public speaking settings, and must be able to handle multiple tasks and stressful situations while maintaining a professional and ethical demeanor at all times. A positive and cooperative image is crucial for this position. Salary range is \$80k to \$100k based upon experience.

QUALIFICATIONS:

Bachelor's degree and a minimum of five years' experience in operating an Agency and/or a senior Advancement role.

To submit your resume or for additional information, please contact:

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