**Executive Director**

* Fundraising (5 years+, corporate sponsor, major gifts, and direct mail campaign)
* Event management/fundraising event planning (we host a large gala, golf tournament, community walk and digital fundraiser every year)
* Administrative duties (overseeing the organization, vendor management, overseeing marketing efforts, etc.)
* Financial literacy (monthly statements, annual budget, audit, etc.)
* Strong leadership and management qualities