



THE RESCU FOUNDATION, INC SEEKS EXECUTIVE DIRECTOR

The RESCU Foundation, Inc. (Renaissance Entertainers, Crafters and Services United) seeks to recruit an Executive Director who will be responsible for implementing and monitoring the programs and policies of the RESCU Foundation, Inc.

The RESCU Foundation, Inc. is a non-profit organization established to promote and maintain the health and medical well-being of the participants of Renaissance Faires, historical performances and other artistic events through financial assistance, advocacy, education and preventative programs.

The Executive Director, a newly created position, must be an outstanding communicator who is able to effectively convey the mission and activities of RESCU Foundation, Inc (RESCU) to a number of audiences and is willing to devote a significant portion of time to strengthening the organization and securing resources; being responsible for advancing the vision and strategic direction of RESCU and helping grow from a successful small organization to the next level of influence and organizational effectiveness. The Executive Director must be an engaging leader and experienced manager who excels at balancing internal management with external impact and visibility. S/he will ensure that the organization is fiscally and programmatically sound and strategically advancing its purpose and goals (for more information on the scope of RESCU please refer to our website www.RESCUfoundation.org). The Executive Director reports to the Board of Directors, who oversee all activities.

Specific responsibilities include:

1. Oversees the daily administrative functions by organizing efficient office operations
2. Oversees the annual planning process
3. Attends committee meetings and ensures all projects are proceeding within parameters
4. Provides staff support or delegates to other responsible volunteers
5. Publicly thanks donors; writes official letters
6. Promotes organization through materials and events
7. Ensures that all legal obligations are met, including reports to all regulatory bodies
8. Supervises development of a volunteer database
9. Coordinates the utilization of volunteers for local or national projects and fundraisers
10. Helps identify Board candidates; recruits, interviews, supervises staff
11. Ensures the policies and procedures are implemented; drafts policy development
12. Assists in the building of agenda for monthly board meeting
13. Drafts and prepares materials for the Annual Board Meeting for Board approval
14. Drafts organizational and program budgets for Finance Committee review and Board approval
15. Develops outside funding through building of donor database
16. Initiates the annual fund appeal and other giving programs
17. Conducts research on potential funding

18. Establishes and maintains high morale, low turnover, and professional development of staff
19. Provides direct communication between Staff and Board
20. Maintains good relationships with the Board President and other officers
21. Must maintain flexibility, a sense of humor, patience, and sound judgment
22. Has the capacity for excessive dedication to the RESCU Foundation, Inc.

Preferable start date is May 1, 2010. Salary is \$1000/month, with no additional benefits at this time. E-mail a letter of application, resume, or CV and three letters of recommendation to **RESCUfoundationSearch@gmail.com**; deadline for submission is midnight EDT, Thursday, April 15, 2010. Review of candidates will begin immediately.

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<http://www.RESCUfoundation.org>

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