



# Ronald McDonald House Charities

of the Intermountain Area

## Announcement of Executive Director Position

**Reports to:** President, Board of Trustees  
**Status:** Full-time, exempt  
**Salary:** \$75,000 - \$95,000 plus full benefits package

**Background:** Established in 1988, Ronald McDonald House Charities of the Intermountain Area, Inc. (RMHC) is a private non-profit organization which provides support to families of seriously ill children that receive medical treatment in Salt Lake City. The cornerstone of RMHC's programs is the Salt Lake Ronald McDonald House which provides a temporary "home-away-from-home" for as many as 45 families at any one time. In addition, the organization operates a Ronald McDonald House Family Room and an in-hospital respite program for the parents of children receiving inpatient care. In 2008, the organization served over 4,800 individuals and more than 1,800 families.

**Overview:** Ronald McDonald House Charities of the Intermountain Area is seeking a visionary leader to continue its legacy of service to families and oversee the programs and services that are a part of the organization's mission. The Executive Director is the primary administrator for RMHC in Utah and reports directly to the Board of Trustees. This position is responsible for matters of financial management, human resources, policy development, program services and operations, facilities management, public relations and capital development. The Executive Director is the spokesperson for RMHC representing the organization to the community and to the global RMHC organization. The ideal candidate for this position will have a passionate commitment to the physical, emotional and spiritual well-being of seriously ill children and their families living throughout the Intermountain West.

### Essential Functions of the Position Include:

- Recommending and initiating new policies to enhance RMHC's mission and service
- Working with the Board to develop and implement a strategic vision and goals for the organization
- Supporting and directing the Board in establishing appropriate annual and capital fundraising plans to meet current and long term financial needs for the organization
- Working with development staff on the implementation of fund-raising and special event activities, donor management/stewardship and relationship building activities
- Overseeing the Salt Lake Ronald McDonald House, Ronald McDonald Family Room Programs and other programs as approved by the board
- Preparing proposed annual operations and revenues budget for Board review and approval
- Managing the budget and overseeing the preparation of monthly financial statements for the Board

- Appropriately maintaining all financial records in consultation with the Board's VP of Finance
- Managing all aspects of human resources including recruitment, selection, development, performance reviews and termination of staff
- Coordinating and assisting all Board committees to ensure effective board governance
- Overseeing all aspects of public relations, public affairs and community relations

**Required Skills and Background:**

- At least 7 years of professional experience in a non-profit organization with demonstrable increases in administrative, programmatic and managerial responsibilities
- A Bachelor's or Master's Degree in a related field
- Demonstrated success in developing and managing an annual budget in excess of \$1,000,000
- Experience in project management and evaluation
- A strong track record of successful fundraising and/or capital campaign management
- Excellent oral and written communication skills and exceptional interpersonal skills
- Proven successful experience providing direction, leadership and vision to a non-profit staff and Board

**How to Apply:** Email a cover letter and resume to the RMHC Executive Director Search Committee at [rmhslc.resume@gmail.com](mailto:rmhslc.resume@gmail.com)

**Application Closing Date:** July 9, 2010

**For More Information:** To learn more about Ronald McDonald Charities of the Intermountain Area, Inc., please visit our website at <http://www.rmhcslc.org> To learn more about the National Ronald McDonald House Charities, please visit their website at <http://rmhc.org>