



## **National Executive Service Corps of South Florida (NESC) - Executive Director**

Reports to: Board of Directors  
Location: Fort Lauderdale, FL  
Start Date: Summer/Fall, 2019

Here is an opportunity to work in a fulfilling, professional part-time position, supporting organizations that make a difference in peoples' lives every day.

NESC of South Florida serves the South Florida nonprofit community by providing high-performance consulting services to nonprofits at a fraction of what for-profit consultants typically charge. Services include strategic planning, marketing, public relations, executive search, board development, and process improvement.

Our consultants are the key to our value proposition: retired and semi-retired C-Level professionals with real-world operational expertise who have managed growth, mastered change, and provided organizational leadership for some of America's top companies.

We are looking for an individual who can:

- Market, promote, and grow our consulting practice
- Motivate and communicate with high level executives within our organization and throughout the South Florida nonprofit community
- Function in a non-hierarchical fluid organizational setting
- Assure that our clients receive the highest quality services

The time requirement is in the range of 1,000 hours per year, with an annual compensation of \$25,000. We are planning on significant revenue growth over the next three years, with a corresponding growth in compensation for this position.

### **Primary Responsibilities:**

#### **Marketing (40%)**

- Identify and develop clients and engagements
- Cultivate and strengthen client relationships
- Meet and maintain contact with professional and community leaders
- Speak at community events
- Maintain and grow the visibility of NESC in the community
- Network with NPO professionals
- Oversee development of the website
- Oversee social media activities
- Supervise the preparation of marketing brochures and materials
- Develop the NESC brand

**Consulting practice (30%)**

- Develop standards, processes, and documents for engagements
- Assign consultants to projects
- Develop and administer pricing strategies
- Schedule engagements to meet client needs and consultant availability
- Develop and prepare project proposals
- Finalize and execute contract agreements
- Oversee and keep track of individual engagements
- Communicate with clients to assure that expectations are being met
- Maintain quality control over the consulting practice
- Plan and arrange backup on individual engagements as needed
- Assure proper billing and project closeout
- Arrange for case study closeout information for marketing purposes

**Executive management (15%)**

- Recruit and develop the board of directors
- Provide staff support for board activities
- Conduct board and consultant meetings
- Engage in short-term and long-term planning
- Prepare and/or oversee preparation of the budget
- Assure proper budgetary controls are in effect
- Oversee financial operations
- Oversee administrative functions handled by NESC volunteers
- Assure regulatory compliance
- Interact with NESC National
- Oversee IT processes and procedures

**Consultants (10%)**

- Identify and recruit volunteer consultants
- Conduct consultant orientations
- Assign consultants to client engagements based on skills and experience

**Grants and contributions (5%)**

- Oversee grant-writing activities
- Review and finalize grant applications
- Meet with funders as needed
- Develop new funding sources

**Qualifications:**

- A Bachelor's degree in Management, Marketing, Communications, Public Relations, or related field. An advanced degree is preferred but not required
- Ability to provide coordination, supervision and administrative services
- Marketing, sales, or other related experience
- Ability to function in a virtual office environment
- Consulting experience and nonprofit background are preferred but not required

Please send resumes and correspondence to:  
Mark Gorman, Senior Consultant  
National Executive Service Corps  
[mgorman@nesc-southflorida.org](mailto:mgorman@nesc-southflorida.org)

**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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