

**Position Title:** Executive Director

**Organization:** Triangle North Healthcare Foundation

**Location:** Triangle North Region (based in Henderson, NC)

**Salary Range:** \$100,000–\$120,000, depending on experience

**Status:** Full-Time | In-Person | Some Evenings/Weekends Required

**Application Deadline:** August 12, 2025

## **ABOUT TRIANGLE NORTH HEALTHCARE FOUNDATION**

Triangle North Healthcare Foundation is a grantmaking organization committed to improving the health and well-being of the communities in the Triangle North region. Our focus is on supporting nonprofit initiatives that enhance child well-being, physical fitness and nutrition, and provide resources to address chronic illness, mental health and substance abuse, and reproductive health.

## **POSITION SUMMARY**

The Executive Director reports to the Board of Directors and is responsible for leading and promoting the Foundation's mission in the Triangle North region.

The Executive Director will direct and manage the day-to-day operation of the Foundation and of Garnett Street Station LLC (which, for purposes of this Job Description, shall be deemed to be included in the term "Foundation" except where obviously inappropriate). The Executive Director is the primary contact and spokesperson for the Foundation and is also responsible for overall strategic planning, revenue and financial management, organizational development, program and grantmaking operations, and staff supervision and management.

**ESSENTIAL FUNCTIONS:** The following essential functions will be performed on a regular basis as needed by the Executive Director:

- Provide leadership in developing strategic, organizational, program, and financial plans with the Board of Directors.
- Carry out plans and policies authorized by the Board.
- Attend to the daily business of the Foundation and respond as needed to requests for information.
- Manage and monitor the grantmaking process, providing assistance and information as needed to potential and existing grant recipients.

- Coordinate all activities of the Board, including periodic board meetings, committee meetings, and retreats; prepare Foundation Board of Directors meeting materials and minutes for the meetings.
- Work with the Board and Finance Committee in developing an annual budget; develop and maintain sound financial practices to ensure that adequate funds are available to permit the organization to carry out its work; work with contracted accountant to provide current and accurate reports of all financial activity to the Board.
- Conduct the official correspondence of the organization as well as written and verbal communications with the public.
- Maintain official records and documents for the Foundation, and ensure compliance with federal, state, and local regulations.
- Be responsible for the recruitment, employment, supervision, evaluation, and release of all personnel, including volunteers and contract workers; maintain a work climate which attracts and motivates a diverse staff of quality people.
  - Promote and market the purpose and mission of the Foundation through periodic press releases, newsletters, and other marketing strategies.
- Develop and maintain experience and understanding of the financial history and condition of a YMCA in a community of similar size and socio-economic demographics comparable to Henderson Family YMCA, and of the resources available through affiliation with the national YMCA;
- Manage the leasing and maintenance of Garnett Street Station with a contracted leasing agent and provide current and accurate reports of all activity to the Board..

**OTHER FUNCTIONS:** These functions are performed occasionally or as needed:

- Coordinate education for members of the Board of Directors; provide initial orientation to new board members.
- Represent the Foundation at community events and provide service to the community on boards and committees.
- Develop and maintain a knowledge base of the region, including the areas of health and wellness, economic development, and social and cultural concerns.
- Maintain a working knowledge of significant developments and trends in the field of healthcare and public health.
- Network with local, regional, and state non-profit organizations and Foundations for opportunities for collaboration and partnerships.

- Ensure the Foundation office is clean and well-maintained and available for Board and community activities.
  - Secure consulting support and services as needed for education and assistance.
- Ensure that appropriate procedures are followed to confirm that services are delivered in accordance with the provisions of Foundation grants.
- Other duties as presented.

## **QUALIFICATIONS:**

### Required:

- A bachelor's degree, preferably in health administration, public health, communications, or business; or equivalent work experience.
- At least 10 years of experience in a health care or nonprofit leadership position.
- Demonstrated experience and understanding of the economic situation confronting local nonprofits in securing funding for operations, programming and capital needs;
- Demonstrated experience and understanding of collaborative efforts with local nonprofits and with local agencies and government units;
- Demonstrated experience and understanding of nonprofit law and real estate law;
- Demonstrated experience and understanding in the Foundation's focus areas of:
  - Child well-being
  - Physical fitness and nutrition
  - Chronic illness
  - Mental health and substance abuse
  - Reproductive health
- Demonstrated proficiency in Microsoft Office applications and general office equipment.
- Demonstrated experience in a position that required exceptional written, speaking, and listening skills.

### Preferred:

- A master's degree in public health, health administration, public administration, or nonprofit management; or an MBA or J.D. degree.
- Leadership and grant experience with a Foundation or nonprofit organization.
  - Demonstrated experience and understanding of the health care industry.
- Reside in Vance County or within 35 miles of Henderson, N.C.

**WORK SCHEDULE:**

The Executive Director position is full time and salaried, with a Monday through Friday, 10 a.m. to 4:30 p.m. schedule and occasional nights and weekends.

**HOW TO APPLY**

Submit your resume and a cover letter detailing your qualifications and interest in the role to:

**[admin@allthegoodconsulting.com](mailto:admin@allthegoodconsulting.com)**

Applications will be reviewed on a rolling basis until the position is filled.