



Job Title: Executive Director

Reports to: Board of Directors

Position Status: Full Time

Time Commitment: 40 hours/week (Hybrid)

About Us:

Pop-Up Birthday is a 501(c)(3) non-profit established in 2015 that provides customized, high-quality birthday celebrations to children in foster care. We serve the greater Austin, TX area by partnering with state agencies and local non-profits to connect with caregivers in need.

We believe that something as simple as a birthday party has the power to provide normalcy, joy, and hope in a foster child's life. Our Pop-Up Birthday boxes are filled to the brim with party supplies tailored to the child's wishes, including gifts, theme decorations, goody bags for guests, games, cake mix, and more. In 2024, we celebrated over 1200 children!

Position Summary:

The Executive Director (ED) will provide overall vision and leadership for Pop-Up Birthday. The ED is responsible for overseeing day-to-day operations of box delivery; developing and executing the organization's strategic plan; and fostering strong relationships with community stakeholders, funders, and volunteers. This position will lead a team of staff and volunteers. The ED reports to the Board of Directors.

Key Responsibilities

Leadership

- Oversees daily operations related to birthday box intake, creation and delivery
- Develops and implements strategic goals, vision, and performance measures
- Ensures that sound financial, human resources, and legal practices are developed and maintained in compliance with federal, state, and local regulations
- Prepares and disseminates regular reports to keep the Board fully informed of the organization's health and progress
- Ability to multitask, prioritize, and make timely decisions

Fundraising and Development

- Partners with the Board to set annual fundraising goals
- Meets revenue goals through grant writing and special events, and stewardship with foundations, individual donors, and corporations
- Builds active, attentive engagement with donors, volunteers, and the community at large, deepening their affinity for the organization and encouraging recurring donations of time, talent, and treasure

Budget and Financial Management

- Creates and implements an annual operating budget
- Monitors compliance with grantor guidelines for fiscal and programmatic accountability
- Assist external accounting firm with preparation of annual tax return
- Ensures ongoing financial sustainability of the organization

Marketing and Community Relations

- Identifies opportunities to promote Pop-Up Birthday through media relations, publications, social media presence, the organization's website, outreach events, direct contact with donors and volunteers, and other avenues
- Maintains relationships with other professional and social service groups in the foster care community such as CPS, CASA, Foster Angels, etc.

Human Resources

- Recruits, manages, and retains a high-performing team, to include staff, contractors, and volunteers
- Actively builds a positive and motivating organizational culture
- Builds and maintains a robust pipeline of recurring volunteer talent

Compensation:

The starting pay for this position is \$70K minimum, negotiable commensurate with experience, plus merit based bonus compensation

Qualifications:

- Minimum of 7 years relevant work experience, with at least 2 years in a managerial/leadership role
- Excellent written and oral communications skills with proficiency in MS Office, Google Suite, or similar product
- Entrepreneurial, innovative, action-oriented, with exceptional interpersonal skills
- Strong fundraising and marketing experience with the ability to engage a wide range of non-profit and community stakeholders
- Demonstrated success working with a Board of Directors
- Passion for non-profit and/or serving the foster care community

Applications:

To apply and learn more, please send your resume to board@popupbirthday.org. Applications are due by Friday, March 21 at 5pm Central.