



The Foundation
American Society of Retina Specialists

Position

Executive Director

**The Foundation of the
American Society of Retina Specialists**



The Opportunity

Help Save Vision for Millions of People

The Foundation of the American Society of Retina Specialists (ASRS) is seeking an entrepreneurial, charismatic fundraising leader to step into the role of Executive Director.

As the Executive Director, you will play a pivotal role in raising the Foundation's national profile, developing a comprehensive fundraising and communication plan, and building an optimal governance structure to support it while working collaboratively with the ASRS Chief Executive Officer (CEO), leadership team, and members. This remote position will report directly to the CEO of ASRS and initially will have support from ASRS staff with the potential to hire administrative support in the future.

ASRS offers a unique and compelling opportunity for a development professional seeking a dynamic, collaborative culture where everyone works together to achieve goals. And one that celebrates successes together.

This is a pivotal moment for ASRS, with committed leadership ready to transform the foundation into the field's flagship philanthropic organization. The incoming ASRS Foundation Executive Director will work directly with world-renowned physicians and researchers in one of medicine's most innovative specialties.

This position presents a unique opportunity to shape the foundation's future with significant autonomy, building something extraordinary from the ground up.



About The Foundation of the ASRS

The Foundation's work is to raise financial support and awareness about retinal health, empower patients to safeguard their sight through education, and further enhance the work of ASRS, the largest organization of retina specialists in the world.

ASRS represents over 3,500 physicians in all 50 US states, the District of Columbia, Puerto Rico, and 63 countries. The Society serves as a national advocate and primary source of clinical and scientific information and education for its members.

The American Society of Retina Specialists (ASRS) Foundation is the charitable arm of the ASRS. The Foundation focuses on supporting retina specialists and advancing the field of retinal care.

Their work is organized around three main pillars:

Education

- Supporting continuing medical education for retina specialists through travel grants
- Offering fellowship stipends through legacy grants

Research

- Offering research grants and awards to promote innovation in retina care treatments and techniques
- Supporting clinical studies in retinal diseases

Patient Care

- Expanding access to high-quality retina care in underserved regions
- Providing education and training that builds lasting local capacity
- Fostering collaboration between retina specialists and global health communities



Candidate Profile

Ideal candidates for the Executive Director position will include individuals with backgrounds in fundraising and nonprofit management along with a deep respect for physicians and the work of retina specialists. The position is well suited for self-starters passionate about building a thriving fundraising, marketing, and communications program from the ground up. Exemplary communication skills, both written and verbal, are a must for this role, as they will be the frontline staff for the Foundation.

Resource Development

- Develop and implement a comprehensive fundraising program and refine the current strategic plan while working collaboratively with Foundation leaders to achieve Foundation goals
- Apply knowledge and relationships of the Foundation Board to help in developing a personal portfolio of prospects, actively building relationships, and developing customized cultivation and solicitation strategies
- Identify corporate and foundation funding opportunities and develop winning grant proposals to fund retina research
- Communicate and build strong relationships with a broad range of partners, including ASRS members, leadership, the ASRS CEO, and staff
- Partner with the ASRS communication team to improve member awareness of both the goals of the Foundation and ways to support it
- Provide insight and best practices in setting up the infrastructure of the Foundation as well as the structure of the Board leadership
- Assess, research, and select a CRM that will best meet the needs of the Foundation
- Utilize metrics and databased processes and systems in evaluating the effectiveness of fundraising strategies to make recommendations and adjustments as needed
- Develop timely fundraising reports and dashboards tracking fundraising progress
- Input donor information, process gifts, and generate acknowledgments promptly
- Create and develop special events and projects to promote the work of the Foundation

Marketing and Communications

- Develop an annual communications calendar for the Foundation
- Create and distribute all print and digital materials
- Develop the Foundation's first Annual Report
- Update and maintain the Foundation's website
- Create posts and manage social media sites
- Update and publish donor lists on the website, printed in Retina Times, Annual Report, and ASRS meetings
- Manage email lists and all email communications, including newsletters and event invitations
- Maintain a positive online presence of the Foundation on GuideStar, Charity Navigator, etc.

Qualifications and Requirements

- Demonstrates a passion for medicine, healing, and prevention of vision loss
- Possess a minimum of ten years of leadership experience and a track record in building a successful multifaceted fundraising (5+figure gifts) and communications program
- Holds bachelor's degree; however, a Master's degree is preferred
- Able to bring an entrepreneurial mindset to fundraising strategies
- Has achieved successful, verifiable major gift results with experience in developing a donor pool and executing traditional moves management
- Exhibits exceptional communication and relationship-building skills
- Demonstrates aptitude as a confident, self-directed leader, sound decision-maker, innovative thinker, and detail-oriented professional
- Shows demonstrated experience in financial management utilizing budget analysis, forecasting, and data analysis to drive strategy
- Possesses strong Board development skills
- Has CRM expertise
- Demonstrates knowledge of the principles and ethics of fundraising and emerging trends within the fund development profession
- Ability to travel

Key Qualities and Competencies

- An independent, curious, highly driven, and motivated nonprofit leader
- Functions as an organized, collaborative, and strategic facilitator who can leverage available resources and knows how to work with many different types of people and organizations
- A good listener and strong communicator
- Trustworthy, empathetic, caring and resilient
- Must possess a sense of integrity
- Confident and demonstrates a drive to succeed and desire to take ownership of achieving goals
- Experience going from vision to execution

The Executive Director will ensure that all development transactions and communications are conducted with a high level of integrity consistent with the Association of Fundraising Professionals' Code of Ethical Principles and Standards. This includes proper stewardship of all donor funds, such as recognizing and executing all donor restrictions accepted by the organization.

Compensation & Benefits

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- Hybrid work schedule with potential for fully remote if not living in Illinois
- Paid holidays, vacation, and sick days
- Medical, dental, and vision insurance coverage
- Life and disability insurance
- 401k retirement plan – eligibility after 1 year of employment

This position is hybrid, with headquarters in Chicago, Illinois. Will consider fully remote if the ideal candidate is not residing in Illinois.

The salary range for this position is \$140K – \$150K. Compensation is commensurate with experience.

The Foundation of the American Society of Retinal Specialists is an Equal Employment Opportunity (EEO) employer and does not discriminate based on race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, or marital status.

Instructions for Applicants

TWB Fundraising is conducting the search.

To apply, please upload a cover letter and resume merged into one PDF through our posting link: bit.ly/TWB_ASRS

Inquiries and questions will be held confidentially and may be directed to Heidi Waltner-Pepper, hpepper@twbfundraising.com. No calls, please.

The ASRS looks forward to considering qualified candidates until the position is filled.