

Job Title: Executive Director, Friends of Flight 93 National Memorial

The Friends of Flight 93 National Memorial (“Friends”), a non-profit, charitable IRC Sec.501(c) (3) organization, is seeking its first **Executive Director** at the Flight 93 National Memorial, located near Shanksville, Pennsylvania. This individual will lead the next phase of the Friends’ growth and partnership with the National Park Service, fulfilling its mission of honoring and sharing the legacy of the heroes of Flight 93 as the official supporting organization of the Memorial.

Background

When United Airlines Flight 93 crashed into a field near rural Shanksville, Pennsylvania on September 11, 2001, the country was shaken by the destruction terrorists brought to the World Trade Center and the Pentagon. As the day unfolded, this common field in western Pennsylvania revealed a compelling story of courage and hope. The Flight 93 National Memorial is a tribute to the bravery and heroism of the 40 passengers and crew of Flight 93 who fought back against the terrorists, a place to provide healing to the nation and for future generations to learn about the September 11 attacks.

The National Park Service ensures that the story of Flight 93 – ordinary people taking heroic action - will be shared with future generations and the crash site is protected unimpaired in perpetuity. However, this is not a job they can do alone. The initial construction of the Memorial was done in partnership, and the National Park Service’s ability to meet the needs of increasing numbers of visitors, school children and others depends on a strong partnership with the Friends of Flight 93 National Memorial. Upon completion of the upcoming visitor center and learning center, the Friends will have the opportunity to provide relevant educational programming, complete the environmental restoration planned for the designed landscape and engage local communities and visitors in supporting the park.

The Friends of Flight 93 National Memorial was incorporated in 2009 and is recognized by the National Park Service as an official partner. Many of the original partners in the creation of the Memorial are still actively involved, including family members of the passengers and crew, first responders, U.S. Capital employees, members of the media, volunteer ambassadors and many other members from all walks of life who share the same goal: to ensure that the story of Flight 93 is always honored and remembered.

A component of the public/private partnership has been a national capital campaign. To date over \$30 million has been raised for design and construction of the memorial. More than 100,000 individual, foundation and corporate donors have contributed to the campaign, most of whom remain active in supporting the memorial.

As partners with the National Park Service in the stewardship of the Memorial, the Friends champion the accessibility, relevance and inspiration to present and future generations by providing financial, programming, in-kind and volunteer support.

Summary of Responsibilities:

Leadership and Operations

- Communicate and collaborate with the Board of Directors and the National Park Service Superintendent to identify joint priorities and responsibilities and develop a vision to guide the organization in its next stage of growth.
- Assist in identifying and recruiting potential Board members to further the mission.
- Assist in the development of an annual work plan and long-term strategic plan for implementation of organizational priorities. Track, assess and report on progress towards meeting goals. Provide timely information to the Board and keep them apprised of conditions affecting the organization.
- Ensure continuance of the organization in good standing as a non-profit organization under state and federal law.
- Serve as the primary spokesperson for the organization, representing the organization to the national community, donors, media, funders and volunteers.
- Supervise the publication of the annual report and quarterly newsletter, periodic updating of web site, and production of marketing materials and other informational materials.

Fundraising and Development

- Continue the momentum generated by a recent, successful major Capital Campaign and ensure continuity and success of existing relationships with donors and prospects by cultivating, growing and sustaining relationships and revenue.
- Identify potential funding sources and initiate contact with appropriate individuals and organizations, compellingly communicating the value of the mission and creating long term relationships with those who are invested in supporting that mission.
- Develop and carry out new fundraising initiatives, including direct mail, donor and prospect research and contact, preparation of grant proposals, organizing special events, and developing and implementing an articulate, concise and consistent case for support of fund-raising.
- Oversee preparation of funding proposals and applications to foundations, corporations, and individuals and prepare reports required by funders.

Financial Management and Operations

- Develop and manage the strategic and revenue plan to ensure sound fiscal oversight, ensuring that adequate funds are available to permit the organization to carry out its work plan and mission.
- Hire staff as needed within the budgetary constraints of the organization.
- Approve expenditures within the authority delegated by the Board.
- Track revenue on an ongoing basis to ensure compliance with organization and governmental guidelines.

- Identify and evaluate the risks to the organization's funders, donors, staff, management, volunteers, finances, goodwill and image. Implement appropriate measures to control risks.

Minimum Requirements:

- Bachelor's degree and a minimum of 5-7 years leadership experience in a nonprofit organization.
- Track record of developing and managing private funding sources, including major gifts (five and six figure).
- Passionate commitment to the mission of the organization.
- Strategic thinker and visionary who is also able to handle hands-on aspects of day to day operations.
- Entrepreneurial and energetic; able to function effectively with scarce resources and minimal staff.
- Experience working successfully with diverse groups of stakeholders: tact, diplomacy, a sense of humor and composure under stress required.
- Proven ability to collaborate effectively, including prior experience initiating and launching successful partnerships for mutual gain.
- Excellent written and verbal communications skills. A polished and accomplished public speaker who is able to articulate the vision of the organization to diverse groups at the regional and national level.
- Financial management and budgeting experience.
- Proven commitment to ethical practices.
- Personal values which include compassion, honesty, confidence, and humility.

Compensation/Other Information

A competitive compensation package including benefits will be provided. The position is based at the site, located approximately 1.5 hours from Pittsburgh, Pennsylvania and 30 minutes from Johnstown, Pennsylvania. The job will require 25% to 50% travel to prospective major donors, mostly within a three hour radius of the site but also nationally. This is a full-time position with a national scope. A modest relocation budget has been allocated for candidates who are relocating to accept the position.

To apply:

The search is being handled by HMK Associates, Inc. Please do not apply directly to the Friends of Flight 93 or the National Park Service. Qualified individuals may submit questions to hmk@hmkassociates.com and apply confidentially by submitting their resume, cover letter and compensation requirements by close of business at 5:00 PM ET on March 15, 2013 to the following link:

<http://hmkassociates.theresumator.com/apply/Rfz66d/Executive-Director-Friends-Of-Flight-93-National-Memorial.html>

Friends of Flight 93 National Memorial is an equal opportunity employer.