

**RONALD MCDONALD HOUSE CHARITIES® OF SOUTHERN CALIFORNIA**  
**LONG BEACH RONALD MCDONALD HOUSE EXECUTIVE DIRECTOR**  
**JOB DESCRIPTION**



**Job Title:** Long Beach Ronald McDonald House Executive Director  
**Reports To:** Chief Executive Officer  
**FLSA Status:** Exempt

**Background**

The **mission** of Ronald McDonald House Charities of Southern California is to provide comfort, care and support to children and families in Southern California. Our **vision** is a community where children and their families embrace life and healing with a sense of hope, enthusiasm, courage and joy.

Planning for the **Long Beach Ronald McDonald House** began more than four years ago and an inaugural Board of Trustees of local community leaders was formally appointed in June 2007. The Long Beach Ronald McDonald House will provide a “home away from home” for families with seriously ill children being treated at Long Beach-area hospitals. Located on the campus of Miller Children’s Hospital, the House will accommodate as many as 23 families per night. The project involves the adaptive reuse of an existing building and a \$6 million capital campaign is under way to fund the project. All agreements with Long Beach Memorial Medical Center have been finalized and demolition on the existing structure has begun. Construction of the new Long Beach Ronald McDonald House is expected to begin in October 2010. The project is expected to be complete in December 2011.

**Summary**

The Executive Director is a full-time, exempt employee who reports to the CEO of Ronald McDonald House Charities of Southern California (RMHCSC). The Executive Director leads, in collaboration with the Board of Trustees, the operation and planning for the House. The specific duties include the development of annual and longer-term goals and objectives, staff supervision, fundraising, implementation of organizational policies, budget development/ oversight, community relations and Board relationships. The Executive Director is accountable for the stewardship of the organization’s mission and the achievement of its goals. The Executive Director is charged with creating a positive, caring and compassionate environment for families, staff and volunteers. He/she is also responsible for ensuring positive relationships with sister Ronald McDonald House Charities’ programs and the broader regional organization.

**Essential Duties and Responsibilities**

Ensure the successful opening and operation of the Long Beach Ronald McDonald House (LBRMH)

Support the capital campaign fundraising efforts and develop plans for ongoing operational support of the House. Cultivate strong relationships with existing LBRMH donors and work to continue their involvement with the program. Identify new supporters of the House and involve them in the program’s success

Establish a vibrant volunteer base for the LBRMH and establish the elements of an ongoing, active volunteer program

Identify the staffing needs for the LBRMH and recruit talented individuals for each role with the support of the HR Director

Establish strong relationships with the Board of Trustees, community leaders and key partners; create a professional, positive and inclusive environment

### **Fundraising and Public Relations**

Provide leadership in fund development activities and work closely with Board development committee to initiate, plan and execute fundraising campaigns and events

Identify new opportunities and means of enhancing existing efforts and involve volunteers in fundraising efforts. Attend all development committee meetings

Educate prospects about RMH, cultivate relationships through ongoing communication and involvement with House activities. Solicit monetary and in-kind donations

In coordination with the RMHCSC Chief Development Officer, identify foundations and corporations that are prospects for the Long Beach Ronald McDonald House and participate in their cultivation and solicitation

Act as liaison with outside organizations or individuals raising funds on behalf of House

Supervise handling of all donated income and ensure proper routing of monies to bookkeeper for deposit

Supervise acknowledgement of all gifts and ensures acknowledgement letters and/or receipts are issued as appropriate

Manage database of donors and prospects

Represent House to various audiences in professional manner consistent with image and mission of this organization

Coordinate entity's fundraising activities with those of RMHCSC and the other entities

### **Board of Trustees Support**

Attend and contribute to meetings of the Board of Trustees and committee meetings

Provide a monthly written Executive Director's Report to the BOT and CEO

Support all LBRMH Board committees

Identify potential new board candidates in the local community

Responsible for implementation of LBRMH governing rules, policies and goals as adopted by Board of Trustees

### **Program Services**

Ensure that all LBRMH programs are consistent with mission and goals of RMHCSC

Set high standards of customer service and ensure training and support to create an outstanding, meaningful experience for all families

Work collaboratively with hospital partners and other community resources to create innovative partnerships and services for families and children

Supervise maintenance of facility conditions, engagement of independent contractors for repairs and other projects, trouble-shoots emergencies

### **General Duties**

Ensure compliance with McDonald's license Agreement for operation of a Ronald McDonald House

Manage delivery of consistent messages and proper usage of RMHC/RMH trademarks

Responsible for official House/Program business and maintain relationships with local McDonald's owner/operators

Responsible for community relations, including: liaison with and coordination of medical facilities, public relations, City/County/State/National agencies. Serve as editor of the newsletter and website. May serve as the primary spokesperson in the local community, working together with outside agency on public/media relations activities

Represent Constituent Division at RMHCSC Executive Director meetings; foster collaborative work environment with other RMHCSC entities

Responsible for supervision, training, evaluation and scheduling of all employees

Maintain a safe and healthy workplace including the implementation and supervision of an employee illness and injury prevention program

Responsible for budget design and monitoring of operating expense statistics, donation and room revenue analysis and projections, communications with the Constituent Division Board Treasurer

Responsible for fiscal management and supervision

Responsible for implementation and supervision of all local accounting functions, in collaboration with the RMHCSC Central Office

Responsible for working with the RMHCSC Central Office on all human resources activities. Responsible for reviewing and approving employee time sheets and payroll records, or ensuring proper procedures for their approval

Maintain effective communication with the Constituent Division Board of Trustees, staff, volunteers and RMHCSC CEO

### **Education and Work Experience**

A bachelor's degree with a minimum of 5 years of managerial and development experience, OR any appropriate combination of education and experience

Prior nonprofit leadership experience in an organization of relevant program focus and size

**Knowledge and Skills**

General knowledge and demonstrated experience with office management; knowledge of the organizations and operations of administrative programs; ability to establish and maintain effective relationships with other management staff, employees, and the general public; ability to present facts and recommendations effectively in oral and written form. Ability to communicate in Spanish ideal.

**Supervisory Responsibilities**

Dependent upon organizational structure but typically 3-5 direct reports.

Please send resume and cover letter to: [mpatel@rmhcsc.org](mailto:mpatel@rmhcsc.org).

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