

Executive Director

The Boehm Foundation | Chattanooga, Tennessee

Hybrid | Full-Time | Reports to Board of Directors

The Opportunity

The Boehm Foundation is seeking a strategic, entrepreneurial, and relationship-driven Executive Director to lead the Foundation through an important period of transition.

As the Foundation evolves from a clinic-centered organization to a focused philanthropic organization, the Executive Director will help shape its future, strengthen fundraising, build community partnerships, and increase its impact for individuals and families affected by spina bifida, hydrocephalus, and related neural tube defects.

This is a hands-on leadership role and the Foundation's sole full-time staff position. The Executive Director will work closely with the Board of Directors and lead fundraising, donor relations, grants, events, community engagement, communications, finances, and daily operations.

Key Priorities

- Lead the transition to a focused philanthropic organization.
- Strengthen fundraising through donors, major gifts, grants, sponsorships, and corporate partnerships.
- Build relationships with donors, Erlanger Health System, community leaders, businesses, and philanthropic partners.
- Evaluate and strengthen fundraising events and other revenue opportunities.
- Manage the organization including budget, operations, communications, vendors, and compliance.
- Engage the Board in fundraising, strategy, community outreach, and organizational growth.

Preferred Experience

- 5+ years of experience in nonprofit leadership, fundraising, development, management, sales, relationship management, or a related field.
- Demonstrated success in building relationships and generating philanthropic or other revenue.
- Strong communication, organizational, financial, and project-management skills.
- Ability to work independently, set priorities, and move from strategy to execution.
- Confidence representing an organization with donors, healthcare professionals, businesses, and community leaders.
- Entrepreneurial, collaborative, and comfortable working in a small, hands-on organization.
- Bachelor's degree preferred; equivalent relevant experience may be considered.

What Success Looks Like

In the first 12–18 months, the Executive Director will:

- Establish a clear philanthropic identity and direction for the Foundation.
- Strengthen donor and community relationships.
- Build a sustainable fundraising and grant strategy.
- Support an effective transition and partnership with Erlanger Health System.
- Strengthen Board engagement and organizational infrastructure.
- Position the Foundation for sustainable philanthropic growth.

Why Join the Boehm Foundation?

This is an opportunity to help shape the next chapter of an established organization—building its philanthropic future while making a meaningful difference in the lives of individuals and families affected by complex neurological conditions.

If you are a hands-on leader who brings energy, relationships, fundraising ability, and a desire to build something meaningful, we want to hear from you.

The minimum base salary for this full-time position will be \$75,000, commensurate with experience.

To apply, please submit a resume and cover letter to the Boehm Personnel Committee at jystickley@gmail.com.