



POSITION AVAILABLE: EXECUTIVE DIRECTOR

(Revised 08/18/2026)

ABOUT RANDOM ACTS OF FLOWERS

Random Acts of Flowers (RAF) is a mission-driven nonprofit organization dedicated to improving the emotional health and wellbeing of individuals in healthcare facilities by delivering recycled flowers, encouragement and personal moments of kindness. Our vision is to inspire and nurture a culture of care and compassion. As a sustainable organization, RAF is committed to supporting the health of the environment, individuals and the community.

POSITION SUMMARY & OBJECTIVE

Random Acts of Flowers is seeking a dynamic, compassionate, and strategic Executive Director to lead the organization into its next chapter of growth and impact. The Executive Director serves as the “face” of the organization, chief leader and primary public representative, working closely with the Board of Directors, staff, volunteers, donors, community partners, healthcare organizations, and supporters to advance the mission and ensure the long-term sustainability of RAF. This is a highly relationship-driven leadership role. The Executive Director is responsible for cultivating and securing philanthropic support, developing meaningful community partnerships, overseeing organizational operations and finances, supporting staff, leading fundraising events, and maintaining strong board relationships.

PRIMARY DUTIES AND RESPONSIBILITIES

- Mission Fulfillment
 - Oversee staff responsible for overall mission fulfillment and delivery.
 - Build and maintain strong relationships with healthcare organizations, community partners, corporate partners, donors, volunteers, and other stakeholders.
 - Maintain relationships with RAF affiliate locations and support continued collaboration.
 - Represent RAF's mission and values throughout the community.
 - Support a culture that values and recognizes volunteers.
 - Foster an organizational culture rooted in kindness, respect, accountability, and teamwork.
- Fundraising & Development
 - Cultivate & steward relationships with donors, foundations, corporations, sponsors, and major supporters.
 - Manage and grow RAF's major giving society and lead major gift solicitation efforts.
 - Research and obtain grant opportunities aligned with RAF's strategic priorities.
 - Develop, lead, and execute annual special events and fundraising campaigns in partnership with staff, Board members, and volunteers.
- Public Relations & Community Engagement
 - Represent RAF at community events, corporate gatherings, speaking engagements, and other public opportunities as appropriate.
 - Develop and maintain strong relationships with local media.

- Oversee organizational communications, including social media, newsletters, press releases, articles, and other public-facing materials.
 - Collaborate with staff, Board, and volunteers to share compelling stories of RAF's impact.
- Administration & Oversight
 - Conduct annual performance reviews for the staff, establish clear expectations, and provide ongoing feedback.
 - Provide strategic and day-to-day organizational leadership.
 - Supervise, support, and develop staff.
 - Oversee organizational policies, insurance, payroll, and administrative systems, and ensure required filings, internal audits, and renewals are completed in a timely manner.
 - Work with external accounting professionals to maintain accurate financial records and reports.
 - Develop and manage the annual organizational budget in partnership with the Board Chair and Finance Committee.
 - Monitor income and expenses and ensure responsible stewardship of financial resources.
- Board of Directors
 - Maintain a strong, collaborative relationship with the Board of Directors.
 - Prepare and present regular financial, operational, fundraising, and program updates to the Board.
 - Support Board committees in advancing organizational initiatives.
 - Partner with the Board on strategic planning and organizational priorities.
 - Recruit prospective Board members with skills and connections that support RAF's goals in partnership with Governance committee.
- Strategic Plan & Institutional Legacy
 - Develop and lead long-term strategic plan in partnership with Board for RAF's growth, impact, financial sustainability, and organizational development.
 - Develop strategies for building a sustainable philanthropic legacy, including major gifts, organizational reserves, endowment-like resources, planned giving, and other long-term funding opportunities.
 - Identify and cultivate relationships with individuals, foundations, corporations, and other partners who may play a meaningful role in RAF's long-term sustainability.
- Other Duties as assigned.

THE IDEAL CANDIDATE:

Random Acts of Flowers is seeking a dynamic, mission-driven leader who is passionate about RAF's work and brings strong communication skills, accountability, and ambition to the organization. The ideal candidate is a confident fundraiser and natural relationship builder who enjoys connecting with people, a strategic thinker who can balance the big picture with day-to-day details, and a collaborative leader who can effectively engage and inspire a small staff, large network of volunteers, Board members, donors, and community partners. They are adaptable, resourceful, financially responsible, and comfortable representing RAF throughout the community.

EDUCATION & EXPERIENCE:

Bachelor's degree or educational equivalence with at least five years of professional nonprofit experience is desirable. Fundraising acumen with proven results is a must.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Demonstrated success in fundraising, donor cultivation, sponsorship development, or relationship-based development.

- Skilled in organizational development, personnel management, resource development, and strategic planning.
- Excellent people skills, with an ability to work collaboratively with a dynamic leadership team.
- Possesses personal qualities of integrity, credibility, and commitment to organization.
- Flexible and able to multitask with skills to work within an ambitious, fast-paced environment.
- Desire to engage with other RAF branches to collaborate and share best practices and optimize efforts.
- Familiarity with donor databases and nonprofit technology platforms.
- A valid driver's license with an acceptable driving record is required due to the travel responsibilities of the position. RAF reserves the right to consider all appropriate circumstances.
- Candidate must be able to lift a minimum of 30lbs.
- Occasional evening and weekend participation in support of Random Acts of Flowers' special events, volunteer appreciation activities, and programs such as Flowers After Hours may be required.

COMPENSATION:

Compensation for the Executive Director will be set according to the experience and qualifications of the candidate. The base salary range is \$70,000-\$75,000 along with generous paid time off and a monthly stipend in lieu of health insurance.

TIMING:

The RAF board of directors has a goal of naming a new Executive Director before December 2026.

HOW TO APPLY

Applicants should submit a cover letter and resume (in PDF form) to operations@randomactsofflowers.org.

Candidates selected to move forward in the evaluation process will be asked to provide contact information for three professional references. References will not be contacted without the explicit permission of the candidate.

Applicants must be legally authorized to work in the United States on a full-time basis without need now or in the future for sponsorship for employment visa status.