



Executive Director Opportunity – AZ PANDA

AZ PANDA invites applications for the role of Executive Director at a pivotal moment in our 26-year history. What began as a dedicated auxiliary board raising critical funds for pediatric medical research at the University of Arizona's Steele Children's Research Center has evolved into an independent 501(c)(3) nonprofit organization as of September, 2025.

With more than \$40 million raised to advance life-saving pediatric research, AZ PANDA has built a legacy of impact, credibility, and community trust. As we transition into our next chapter, we seek a strategic and mission-driven leader to help shape and strengthen our future as a stand-alone organization.

The Executive Director will serve as a key partner to a highly engaged volunteer Board of Directors and Membership to guide AZ PANDA through this important evolution. This leader will bring operational excellence, strategic rigor, and organizational consistency—ensuring sustainability while honoring the mission and values that have defined us for over two decades.

The Executive Director is responsible for the overall leadership and management of AZ PANDA. This includes oversight of daily operations and long-term organizational planning to ensure effectiveness, accountability, and growth. The Executive Director reports to the Board of Directors.

Key responsibilities include:

- Leading day-to-day operations, including finance, accounting, human resources, staffing, and administrative functions
- Facilitating strategic planning initiatives to support long-term sustainability
- Partnering with the Board of Directors to define and achieve organizational goals
- Ensuring responsible stewardship and allocation of resources
- Establishing and refining operational policies, systems, and best practices

- Providing strong leadership and support to staff and members to advance the mission
- Fostering a professional, high-performing, and mission-aligned organizational culture

This is a unique opportunity for an experienced nonprofit leader to build infrastructure, strengthen governance, and elevate operations within a respected and impactful organization. The ideal candidate will be both strategic and hands-on—capable of building systems while inspiring stakeholders and maintaining the passion that has fueled AZ PANDA's success.

If you are a collaborative leader who thrives in mission-driven environments and is excited to guide a respected organization into its next era of impact, we encourage you to explore this opportunity.

KEY ROLES (Essential Job Responsibilities):

Leadership

- Provide leadership, direction and support to ensure the effective operation and delivery of programs within the AZ PANDA and community.
- Champion the organization's values and foster a mission-driven culture across all levels.
- Monitor trends in the nonprofit sector and adapt organizational strategies to remain relevant and impactful.
- Ensure an environment that facilitates community involvement.
- Ensure establishment of and adherence to policies and procedures.
- Support the Board of Directors and the Membership.

Strategic Planning

- Ensure and oversee a strategic planning process that results in the development and implementation of a quality, measurable plan.
- Ensure and oversee the identification and evaluation of opportunities for improvement and implement plans for improvement.

Membership and Committee Development

- Work with the Membership Committee to identify gaps / needs in the membership. Ensure participation by Active members in the election of candidates and support the Membership Committee in its orientation of new members.
- Maintain close, collaborative and collegial working relationships with members.

Resource Development

- Ensure the annual budget is funded and the organization has adequate cash flow.
- Assist in cash management with the Treasurer and Treasurer-Elect.
- Assist in IT activities to ensure that record keeping and access to data is protected and is only available to the appropriate members.
- Oversee the development of financial development plans and participate in cultivation and solicitation visits with members.
- Oversee all aspects of donor cultivation and tracking, including the CRM software system, donor pledges and commitments, deliverables and recognition by AZ PANDA, and appropriate documentation including contracts, sponsorship agreements and tax receipts.
- Cultivate relationships with major donors, corporate sponsors, and community partners to secure funding and support.
- Collaborate with the Membership to identify and engage potential donors.
- Support the planning and execution of fundraising events, campaigns, and initiatives.

Resource Management

- Oversee the financial health of the organization, including budgeting, forecasting, and financial reporting.
- Develop and maintain sound financial practices, including the preparation, review, and distribution of monthly financial statements, which accurately reflect the financial condition of the organization. This will include working closely with the Treasurer, other Executive Officers and managing outside accounting/bookkeeping resources.
- Ensure development, implementation, and monitoring of the Group's annual budget in collaboration with the Treasurer and Board of Directors.
- Engage for and participate in the annual audit.
- Ensure all necessary administrative and operational systems are in place to support effective operations and appropriate internal controls.
- Ensure productive and effective staff performance by managing the performance of all staff and contracted professionals. Responsible for hiring and firing personnel in accordance with approved HR practices.

Governance

- Ensure compliance with the AZ PANDA's bylaws and all federal, state, and local regulations, including timely filing of tax returns and Form 990.

- Review, execute, and monitor all agreements, contracts, or other instruments made and entered into and on behalf of the Group to ensure fulfillment of duties and payment of services.

Grant and Program Oversight and Compliance

- Maintain relationships with grantees and serve as the continuous point of primary contact.
- Track and Review all Grant and Program Reports and Evaluation to ensure compliance with agreements.
- Ensure programs align with the organization's mission and strategic priorities.
- Use data and feedback to measure program outcomes and communicate impact to stakeholders.

Partnership Development

- Maintain strategic alliances with community leaders and local officials. Develop collaborative partnerships with other organizations, members, funders, and community organizations.

Marketing and Public Relations

- Increase visibility of the AZ PANDA's programs, services, and activities and maintain good public relations.
- Ensure consistent messaging and branding across all communication channels.
- Monitor all print and digital media for reputation management of AZ PANDA.
- In combination with the President, serve as a primary spokesperson for the organization, representing AZ PANDA in the community, with media, and at public events.

ADDITIONAL RESPONSIBILITIES

- May be assigned special projects periodically by the Board of Directors.

SKILLS/KNOWLEDGE REQUIRED

- Bachelor's degree from an accredited college or university.
- A minimum of seven years experience in executive management of a non-profit agency with at least two years in a leadership capacity; or an equivalent combination of experience. Experience with a start-up organization or program or scaling an organization is a plus.
- Thorough knowledge of: the mission, objectives, policies, programs, and procedures of AZ PANDA. The ED will assure that the principles and practices of managing non-profit organizations, resource development activities, and sources of funding are followed.
- Experience working for a volunteer board of directors.

- Demonstrated ability to organize, direct, plan, and coordinate operations.
- Has leadership skills, including negotiations, problem solving, decision making, and delegation.
- Strong communication skills, both oral and written.
- Ability to establish and maintain effective working relationships with the members, the funded programs and affiliates, staff, community groups, and other related agencies.
- Basic knowledge of asset management, including financial resources and property.
- Available to complete duties as assigned.

Compensation \$125,000 - \$175,000 Annual Salary, depending on experience, and a flexible benefit package

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Please submit your application materials to Director@azpanda.org