



Full-time employment + travel  
**Location:** Buffalo, NY office

**Company Background:**

The Bairs Foundation was founded in 2016 to be an alternative for plaintiffs seeking financial support while they go through litigation. In an industry full of predatory lending companies, the Bairs Foundation emerged as the only non-profit organization, with a goal of providing fair, low-interest funding to families to help cover their basic living expenses as they await their settlement verdict. In the spring of 2018, Bairs Foundation received their 501(c)(3) public charity status.

Today, the Bairs Foundation continues to be the only nonprofit organization giving plaintiffs and their families low-cost capital so they can make ends meet while they endure a personal injury lawsuit. The work of the foundation has been lauded nationally by trial lawyers and other leaders in the civil justice space. The pre-settlement advances we provide not only keep the lights on and keep a family fed, but they also allow individuals to see their lawsuit through to its just end – even if they are going up against a deep-pocket defendant such as a large corporation or pharmaceutical company.

**Position Overview:**

Bairs Foundation is looking for a highly ambitious, experienced Executive Director to take over management of the organization. The ideal candidate will have an in-depth understanding of fundraising with an ability to apply and adapt that understanding to the plaintiff civil justice space.

The Executive Director will be responsible for handling all daily operations from managing existing and new relationships with clients, attorneys, and donors, overseeing all social media and marketing initiatives, maintaining all finances, and data management and analysis for monthly reporting to Board of Directors.

This position will have national responsibilities, and some travel will be required.

**Job Responsibilities:**

- Plan and execute all fundraising initiatives, including special events, online campaigns, letter mailings, appeals for corporate support, etc.
- Manage and cultivate donor relationships, including creation of a high-level donor management and outreach plan
- Research and apply for relevant grant opportunities
- Oversee online content production, social media activity, and all marketing initiatives

- Identify and capitalize on new PR opportunities
- Leverage technology to manage client communications, demographic information, data organization and analysis to improve operational efficiencies
- Oversee and maintaining all finances, including monthly review of reports
- Acting liaison between Foundation and the Board of Directors, holding quarterly board meetings and keeping the board informed on any and all significant developments
- Determine hiring needs and supervise all team members
- Maintain existing vendor and business relationships

**Qualifications & Requirements:**

- Bachelor's degree required
- Previous experience cultivating donors is preferred
- Mission oriented with a demonstrated desire to uphold and advocate for the values of the Bairs Foundation
- Exceptional interpersonal and communication skills, both written and verbal
- Must be an innovative leader with creative problem-solving skills
- Have a passion for justice and advocacy
- Must be a self-starter with ability to work independently under minimal supervision, but also take direction/guidance well
- Ability to effectively prioritize, organize, and juggle multiple tasks/projects/deadlines simultaneously
- Display a positive attitude, have patience, and be a team player
- Previous experience with website management and/or event planning is a plus

**Additional Information:**

- Salary is competitive and commensurate with experience and other qualifications
- Attractive benefits include health insurance, 401k match, generous PTO policies, and opportunity for travel
- Excellent working environment (success driven, fun, friendly, and collaborative)

**To Apply:**

E-mail resume and cover letter to [info@bairsfoundation.org](mailto:info@bairsfoundation.org)