Infinite Hero Foundation

Position: Executive Director

Reports To: Board of Directors, through the Board President

Location: Remote; must reside in Orange County or surrounding Southern California areas

Infinite Hero Foundation Mission

Infinite Hero Foundation exists to connect our military, veterans, and military family members with innovative and effective treatment programs for service-related injuries.

Position Overview

The Executive Director provides strategic and operational leadership for Infinite Hero Foundation and is primarily accountable for fundraising, revenue growth, and organizational direction. This hands-on role requires a proven ability to personally cultivate donors, secure philanthropic commitments, develop corporate partnerships, and build sustainable funding.

Working closely with the Board of Directors, the Executive Director sets priorities, mobilizes board engagement, and oversees grantmaking, communications, financial stewardship, partnerships, and operations. In a lean organization, the successful candidate combines executive judgment with practical execution, prioritizing high-impact work and coordinating external or volunteer support where available.

Key Responsibilities

Fundraising, Events & Partnerships

- Develop and execute fundraising strategies, with direct accountability for meeting annual revenue goals and expanding philanthropic support.
- Personally identify, cultivate, solicit, and steward individual donors, major gift prospects, corporate partners, foundations, and sponsors.
- Develop funding proposals, sponsorship opportunities, donor campaigns, and strategic partnerships that generate revenue and strengthen long-term relationships.
- Lead fundraising events and special initiatives, setting strategy, revenue targets, budgets, sponsorship priorities, and donor stewardship plans while coordinating implementation and logistical support.
- Maintain an active fundraising pipeline, monitor revenue performance, and collaborate with the Board to expand donor networks and funding opportunities.

Strategic Leadership & Board Relations

- Partner with the Board to set and deliver strategic priorities, annual operating plans, measurable goals, and a sustainable organizational model.
- Serve as the primary Board liaison, providing regular financial, fundraising, grantmaking, and operational updates.
- Support effective Board engagement, governance, committee coordination, and shared accountability for fundraising and organizational sustainability.
- Set operational priorities and effectively direct available resources, consultants, contractors, and volunteers, balancing hands-on execution with delegation where feasible.

Grantmaking & Impact

- Oversee the full grantmaking process, including applications, evaluation, due diligence, awards, grant administration, and reporting.
- Coordinate Grant Committee activities and ensure funding recommendations align with the Foundation's mission and commitment to innovation.
- Maintain grantee relationships, evaluate program outcomes, and communicate measurable impact to donors, the Board, and other stakeholders.
- Identify emerging innovations and strategic opportunities that advance military and veteran health.

Marketing, Communications & Community Engagement

- Lead brand strategy, marketing, public relations, donor communications, and mission-driven storytelling.
- Develop and oversee digital communications and engagement strategies, including social media, website content, campaigns, newsletters, impact reports, and video storytelling, ensuring brand consistency and alignment with organizational awareness, engagement, and fundraising goals.
- Represent the Foundation at donor meetings, community events, conferences, and partnership opportunities, strengthening its Southern California presence and national relationships.

Financial & Operational Management

- Develop and manage the annual operating budget in collaboration with Board leadership.
- Oversee financial reporting, revenue and expense tracking, grant disbursements, contracts, and daily operations.

- Coordinate with accounting and legal professionals to maintain regulatory compliance, financial accountability, and organizational policies.
- Maintain efficient administrative systems, vendor relationships, and operational processes.

Qualifications & Experience

Required:

- Proven nonprofit fundraising success, including direct donor solicitation, major gift development, corporate partnerships, sponsorships, and achievement of revenue goals.
- Demonstrated organizational leadership, sound executive judgment, and ability to set priorities and mobilize a Board in a lean, mission-driven organization.
- Experience leading revenue-generating fundraising events, campaigns, and strategic partnerships.
- Strong financial management, operational leadership, and project management skills.
- Ability to lead marketing, digital engagement, and external communications strategy and assess results; hands-on content production experience is a plus, not a primary requirement.
- Excellent relationship-building, communication, presentation, and organizational skills.
- Ability to work independently, prioritize competing needs, and execute effectively in a lean, remote organization with limited staff support.
- Residency in Orange County or surrounding Southern California communities.

Preferred: Experience with nonprofit Boards, grantmaking, military and veteran communities, or healthcare innovation. Bachelor's degree or equivalent relevant experience.

Location & Work Environment

This is a remote, home-based position requiring residency in Orange County or surrounding Southern California communities. The Executive Director must be available for regular in-person donor meetings, networking, community engagement, and fundraising events. Regional and national travel is required as needed.

Compensation & Employment Details

- Position: Full-time
- Compensation: $150,000–$160,000 annual salary.

To Apply: Email your resume and cover letter to info@infinitehero.org