



### Administration

<b>Brad Barghols</b> President & CEO	<b>Betty Kay Karim</b> Director of Operations	<b>Katie Massad</b> Community Engagement Coordinator
<ul style="list-style-type: none"> <li>• Develop &amp; Execute Strategic Plan</li> <li>• Co-Develop Development Plan</li> <li>• Co-Develop Marketing Plan</li> <li>• Co-Develop Internal and External Communication Plan</li> <li>• Develop Chapter Branding Plan</li> <li>• Staff &amp; Development Assessment</li> <li>• Media Liason</li> <li>• Crisis Management Lead</li> <li>• Wishes in Flight (Lead)</li> <li>• Portfolio of Donors</li> <li>• New Donor Cultivation &amp; Stewardship</li> <li>• Board Development</li> <li>• Emeritus Board (Lead)</li> </ul>	<ul style="list-style-type: none"> <li>• Centralized Financial Services Lead (CFS is a National Office team that partners with chapters to provide accounting and administrative services)               <ul style="list-style-type: none"> <li>○ Prepare Acoounts Payable for weekly submissions</li> </ul> </li> <li>• Compliance Lead and Trainer</li> <li>• Support CEO</li> <li>• Board Liason</li> <li>• Prepare Financial &amp; Board Documents</li> <li>• Audit Lead               <ul style="list-style-type: none"> <li>○ Internal (Compliance_</li> <li>○ External (CLA)</li> <li>○ IRS on rare occasion</li> </ul> </li> <li>• Human Resource Director               <ul style="list-style-type: none"> <li>○ Benefits Director</li> </ul> </li> <li>• Payroll Director</li> <li>• Vendor Coordinator</li> <li>• 990 Lead - Deloitte Tax Service</li> <li>• Credit Card Manager               <ul style="list-style-type: none"> <li>○ Staff Corporate Cards</li> <li>○ Wish Family Expense Cards</li> </ul> </li> <li>• Contract Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing &amp; Communications(lead)               <ul style="list-style-type: none"> <li>○ External Communications</li> <li>○ Internal Communications</li> <li>○ Social Media</li> <li>○ Website</li> <li>○ Direct Mail (design &amp; format)</li> <li>○ Visual Marketing</li> </ul> </li> <li>• Medical Outreach</li> <li>• Graphic Design</li> <li>• Writer</li> <li>• Staff Photographer</li> </ul>