

## **Job Description: New Richmond Area Community Foundation Executive Director**

The Executive Director will manage the New Richmond Area Community Foundation. The core purpose of the foundation is: We choose to be a catalyst and conduit for improving the fabric of our community. The values are: Integrity, Community (Spirit), Leadership, Philanthropy and Stewardship. The foundation has adapted as its mission: Become one of the most generous communities in America by providing \$1,000,000 every year in programs, grants and human capital.

### **Major Responsibilities:**

Coordinate the organizational development of the community foundation and ensure that the programmatic, financial, ethical, legal and technology management systems are consistent with our purpose, values and mission.

Play a primary role in the raising of long term dollars for the foundation.

Design and implement a comprehensive multi-year endowment development plan (deferred giving, living trusts, insurance beneficiaries, etc.) for the NRACF to include promotion and marketing techniques, education of financial advisors (stock brokers, accountants, life insurance underwriters, bank trust officers, estate planning attorneys, etc.) relative to the merits or philanthropic giving through community foundations and ongoing identification of potential donors.

### **Primary Duties:**

1. Ensuring the long-term stability of the NRACF by guiding and providing both conceptual and operational leadership that supports the board of directors to be a highly engaged, serving and leading governing body. The Executive Director will do this by maintaining and strengthening foundation governance practices, norms, values, structures, systems and policies.
2. Organizing and securing financial support for foundation operations by methods approved by the Board, including grant writing, and year round development initiatives, activities and programs.
3. Build the NRACF endowment and assure that the NRACF serves the charitable interests of its donors by providing donors education and information regarding community needs and funding opportunities; and the safe, secure, professional management of the donor's philanthropic gifts.
4. Administer an inclusive consultative process for making creative, sensitive and visionary grants to organizations and individuals, especially those that address new evolving needs of the community.
5. Enabling the NRACF to act as a catalyst and convener for leadership and community development by fostering relationships that engage the foundation, its donors, board members, grantees and volunteer leadership.
6. To promote the NRACF mission, its full range of services and accomplishments through community engagement outreach, including events and dissemination of foundation information materials, web site and participation with existing and emerging organizations and initiatives.
7. To oversee the administration of the NRACF including personnel management (future), record keeping, database management, financial management and infrastructure of support for board fund raising activities, in a manner consistent with the National Standards of the Council on Foundations.
8. Document and maintain records for accurate reporting to the Board.

### **Qualifications, Education and Experience:**

Bachelors degree required in business administration or related field from an accredited college/university or qualifying experience.

Demonstrated history of increasing responsible professional experience culminating at an executive level.

Experience with non-profit organizations, board of directors and asset development preferred. A minimum of five years relevant experience is required.

The successful candidate will be a leader with strong administrative skills and a record of accomplishment. The qualifications below are representative of the knowledge, experience, skills and abilities required.

1. Demonstrated leadership, administrative, communications, financial and organizational skills and experiences.
2. Excellent written and oral skills, including the ability to read and interpret information presented by professional colleagues and to present information and respond to questions from diverse audiences.
3. Excellent interpersonal skills so as to be diplomatic, persuasive, and credible with individuals, groups and community members.
4. Fundraising and development experience and skills that have resulted in attracting and maintaining a public and private donor base.
5. Ability to manage staff including volunteers.
6. Apply principles of logic or scientific thinking to define problems, collect data, establish facts and draw valid conclusions. Deal with abstract and concrete variables.
7. Proficient with a computer and various software applications to include but not limited to Word, Excel, Quickbooks and contact management.