

Executive Director Community Foundation of Boone County

POSITION DESCRIPTION

Position: Executive Director, Community Foundation of Boone County

Employed by and responsible to: Board of Directors

Immediate supervisor: President of Board of Directors

Status: Full-time Regular Exempt Employee

Administers: Staff, programs, fund-raising and facilities

Broad responsibilities: To provide professional leadership, in partnership with the Executive Committee and the Board of Directors, in accomplishing the CFBC's mission and vision. To supervise and oversee the day-to-day operations of the CFBC. To administer the implementation of Board policies and plans toward the accomplishment of CFBC goals. To be responsible for the entire operation, growth and development of the CFBC. To employ sound business practices, and to be prudent, ethical, honest and efficient in all actions and decisions made regarding the CFBC.

Specific Responsibilities and Duties:

a. Board Relations

- Reports to the Executive Committee.
- Facilitates preparation for Board and committee meetings.
- Ensures that Executive Committee and Board decisions are implemented.
- Serves as a consultant on all Board committees.
- Ensures the timely and comprehensive flow of information among the Board, committees, and staff.
- Keeps the Board and committees apprised of local, state, and national issues that may impact the ability of the CFBC to achieve its mission and vision.
- Oversees volunteer recruitment, training, and supervision.
- Development of goals and long range planning

b. Staff Relations

- Provides day-to-day leadership, management, and oversight of CFBC operations.
- Employs, supervises, and releases staff, in consultation with the Executive Committee.
- Maintains appropriate personnel records.
- Ensures that the staff receives appropriate professional development training.
- Informs the Executive Committee and Board about staffing needs.
- Oversees staff development of work plans and objectives and provides periodic assessment of performance.
- Maintains a staff succession plan.

c. Program Administration

- Provides oversight for donor development, pooled investments, and grant-making programs.
- Maintains expertise in estate planning, planned giving, fundraising, non-profit management, and related areas.
- Cultivates potential and existing donor relationships.

- Keeps aware of community needs and interests as they relate to CFBC goals. Initiates and cooperates in actions, attends and participates in meetings, and maintains contact with other organizations as appropriate in relation to CFBC program goals.
- Works with the Grants Committee to conduct and administer the grantmaking program of the CFBC within the policies and procedures established by the Board. Also, seeks ways the CFBC can proactively respond to community needs and make recommendations to the Board of leadership actions the CFBC should take.
- Ensures all programs are operated in an efficient and effective manner.

d. Community Relations

- Cultivates a positive relationship with stakeholders.
- Serves as principal public relations spokesperson to the community and stakeholders in donor development, investments, and grant-making.
- Manages media relations and release of information, including a periodic newsletter and materials developed for special constituencies.
- Ensures the CFBC is effectively, appropriately and efficiently marketed to broad and diverse populations by actively seeking opportunities to speak for the CFBC before groups and organizations that will further CFBC goals.

e. Strategy and Public Policy

- Serves as an effective, proactive, and knowledgeable resource, discussion leader, and convener of stakeholders.
- Maintains awareness of community needs and interests.
- Collaborates with other organizations on matters of importance to the CFBC's mission and vision.
- Participates in development, implementation, supervision, and evaluation of the CFBC's plans.

f. Fiscal Management

- Administers fiscal policies and procedures developed by the Executive Committee or Board.
- Supervises the preparation of and adherence to the CFBC's annual operating budget.
- Supervises operations related to the accounting system, investment reporting, and fiscal records.
- Serves as liaison to outside financial advisors
- Oversees fundraising events, personal solicitations, and grant writing.

g. Facilities Administration

- Oversees the daily operation and maintenance of the CFBC's office facilities.

h. Other Duties

- As requested by the President, Executive Committee or Board of Directors.