

- Job Announcement -

Greater Pike Community Foundation

Executive Director

An Equal Opportunity Employer

Position Title: Executive Director

Status: Exempt/Salary or Hourly

Reports to: Board of Directors

Employment Status: Full or Part Time

TO APPLY: Send a cover letter and resume by e-mail to: jennihamill@greaterpike.org
Application materials will be accepted only via e-mail. **Open through October 31, 2022 (or until the position is filled)**

Salary Range: Commensurate with experience

BACKGROUND

Greater Pike Community Foundation was established in 2010 to serve the needs of the greater Pike area. Greater Pike Community Foundation is dedicated to fostering philanthropy, building endowments, and helping donors and nonprofits benefit the greater Pike community. The Foundation has grown significantly since its inception 10 years ago, with assets under management over \$4 million. This asset base has allowed the Foundation to provide strategic funding through several grant programs and scholarship programs, awarding over \$1 million to local charities.

SUMMARY OF POSITION

The Executive Director (ED) provides leadership and direction in fulfilling and advancing the mission of the Greater Pike Community Foundation. The ED is responsible for leading the Foundation in the achievement of its operational and strategic goals including the success of the Foundation's fund and donor development, fiscal management, grants and program operations, board relations, human capital management, community relations, and administrative matters.

MAJOR RESPONSIBILITIES

Strategy Development and Planning

- In collaboration with the Board of Directors, the staff, and other key stakeholders, the ED develops and executes the Foundation's strategic plan, long-term goals, and operational plans.

Fund and Donor Development

- Executes Greater Pike's goal of doubling assets under management within the next 36 months.
- Ensures a sustainable asset base by building long-term relationships with key donors and fund holders based on mission, cultivation, stewardship, and sound fiscal management.
- Oversees all fund development and fund-raising activities including cultivation and stewardship of donors in the Greater Pike Legacy Society, event planning, grant writing, and identifying new sources of donors.

Fiscal Management

- Ensures the Foundation is meeting budget and is able to deliver on its mission, including the necessary financial discipline and the investment in resources needed to achieve its goals.
- Oversees the preparation and management of the annual budget including expense management.
- In conjunction with the Investment Committee, ensures the assets of the Foundation are invested in accordance with the guidelines and investment policy.
- Ensures the Financial Policy is up-to-date and enforced.

Grants and Philanthropic Leadership Program Management

- Oversees the Foundation's philanthropic leadership efforts and all grant-making activities.

Board Relations

- Cultivates relationships with the Board of Directors and leads Board development activities. Assists in the recruitment of new board members.
- Oversees the preparation and distribution of Board/Committee materials. Serves as ex officio on all Board committees and works with the Executive Committee and Board leadership to implement Board decisions.

Human Resource Management

- Ensures the Foundation has the necessary resources to achieve its goals and its mission.

- Manages the Foundation's staffing needs including hiring, termination, and ongoing staff development and providing verbal and/or written evaluations of staff. Informs the Board of Directors regarding staffing issues as appropriate.
- Ensures that employee manual is enforced and in compliance with all applicable state and federal laws and Foundation policies.

Community Relations

- Promotes the Foundation's visibility through participation and membership in community forums, civic organizations, and activities that align with the Foundation's mission and vision.
- Serves as the Foundation's representative to the public and provides education and assistance to residents and others in understanding the Foundation's interests, mission, and concerns. Oversees the communications and outreach messaging and implements a strategic marketing plan that provides a clear and concise message of the Foundation's mission.

Administrative Management

- Leads and oversees the administrative components of the Foundation including contracts and outside consultants. Works with the Foundation's legal counsel to ensure legal and regulatory compliance in all aspects of the Foundation's operations and maintain the Foundation's accreditation with National Standards for Community Foundations.
- In conjunction with the Nominating/Governance Committee: designs, reviews, maintains, and implements all operational policies and guidelines for the Foundation and presents these to the Board of Directors for input and approval.
- Oversees the maintenance of the Foundation's office building. Ensures the office is keeping up with the appropriate communication systems, and technology to operate efficiently and effectively.
- Maintains current skills and knowledge of best practices within the field of philanthropy, attending seminars and professional training institutes as appropriate.

EDUCATION

- Bachelor's degree is required and a minimum of 5 to 7 continuous years of senior-level management and fundraising experience, preferably in nonprofit organizations.
- Graduate degree preferred but not required.

KNOWLEDGE AND SKILLS

- A demonstrated knowledge of and passion for the work of public charities and community philanthropy.
- Demonstrated leadership and success in fundraising through the cultivation of donors.

- Ability to serve as the public face of the organization to the community.
 - Knowledge of effective nonprofit governance practices and first-hand experience with nonprofit organizations.
 - Demonstrated knowledge of investing, asset allocation, and fund accounting.
 - A good understanding of and experience with operating fund accounting software preferred.
 - Strong analytic, writing, and oral presentation skills, and creative problem solving.
 - Experience hiring, leading, and delegating to staff as a cohesive and competent team of professionals.
 - Project management skills that demonstrate an ability to set and meet deadlines.
 - Ability to maintain strict confidentiality.
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