



## **Washington County Community Foundation Executive Director**

### **Overview:**

The Executive Director is responsible for directing the overall program and administrative activities of the Washington County Community Foundation and for the effective use of its financial and human resources. (S)he has primary responsibility for planning and management of the Foundation's programs and service, assisting in the establishment of goals, attracting additional gifts to expand the Foundation's assets, and increase the Foundations philanthropic reach. (S)he operates under the general direction of the Foundation's Board of Directors, through the President of the Board.

### **DUTIES AND RESPONSIBILITIES**

#### **Board Relations and Organizational Visioning, Planning, and Development**

- Work as an effective partner with the Board in providing vision, strategy, and leadership.
- Confer regularly with the Chair and Executive Committee of the Board. Work as a team member with the Chair, officers, and various committee chairs to implement Board decisions. Assist with the development of goals and long-range planning and progress reports.
- Assist the Chair in planning and preparation of Board and Executive Committee agendas. Supply supporting information on relevant issues, and develop strategies for implementing Board decisions.
- Attend all Board and Executive Committee meetings and the majority of all other standing committee meetings. Provide the Board and Executive Committee with complete, accurate and timely reports.
- Desired candidate is a resident of Washington County

#### **Advancement and Donor Relations**

- Work in concert with Board to develop and implement a comprehensive fund development program that meets established strategic plan goals.
- Represent the Washington County Community Foundation with major donors, prospects, nonprofit agencies, and businesses to cultivate relationships and foster giving to and through the Foundation.
- Provide overall direction, coordination and implementation of the Foundation's activities
- Ensure responsive relationships with donors and a donor relations plan aimed at meeting donor needs and expectations and strengthening Family of Funds partnerrelationships.

#### **Marketing, Public Relations, Community Partnerships & Community Leadership**

- Develop and oversee the administration of the Foundation's grant & scholarship programs
- Actively participate in *Washington County Gives Day* in conjunction with the Washington County Chamber of Commerce
- Serve in the capacity of community leadership. Responsible to partner with other community leaders to help develop and implement initiatives that enhance the community.
- Serve as a spokesperson for the Washington County Community Foundation for the

media and to the public. All communication is presented in a politically neutral manner. Represent the Foundation in the community to increase awareness of the value of giving to and through the Washington County Community Foundation.

- Expand brand awareness of the Washington County Community Foundation as a valuable, relevant community asset.
- Build community partnerships with nonprofit organizations, donors and community leaders that result in identifying and clarifying vital community needs.
- Develop and implement high quality, sustainable communications as required.

### **Finance, Operations, and Organizational Management**

- In cooperation with the Board Treasurer, develop the annual operating budget; monitor and report regularly to the Board on incoming revenue estimates, asset growth, and performance.
- Actively engage in the financial operations, including all fiscal, fund and donor records.
- Manage and administer the day-to-day operations of the Washington County Community Foundation
- Maintain professional partnerships through affiliation with state, regional and national professional philanthropy networks.
- Ensure that policies and procedures are in place to allow the Washington County Community Foundation to function in an ethical, legal, cost-effective, and efficient manner. Ensure that the Washington County Community Foundation follows Board adopted Bylaws, Articles of Incorporation, Resolutions, Fund Agreements, and any other contracts or agreements.
- Drive asset development consistent with Strategic Plan.