

Our Community Foundation, Inc

Executive Director Position Description

Position Title: Executive Director

Organization Name: Our Community Foundation

The Executive Director serves as the chief executive and administrative officer for the Foundation, reporting and coordinating with the Board President. The Board evaluates the Executive Director through the Board's designees. The Executive Director has authority and responsibility to implement decisions within the policies set forth by the Board, in a manner consistent with the articles of incorporation, bylaws, policies and practices of the Foundation and applicable federal, state, and local laws. The Executive Director has the authority to enter contracts on behalf of the Foundation, as limited by Board policies.

Main Responsibilities

- Know and understand the mission of Our Community Foundation.
- Know, understand, and abide by the National Standards for US Community Foundations.
- Develop, for approval by the Board of Directors, policies, plans and programs to carry out the mission of the organization.
- Create community awareness of the goals and objectives of the Foundation.
- Provide for staff and board training and orientation.
- Supervise all employees.

Characteristic Duties and Responsibilities

Administrative

- Provide guidance and recommendations to the Board: community projects, leadership opportunities, and funding resources.
- Serve as an ex-officio member of all standing committees.
- Coordinate activities with professional advisors.
- Develop the working practices and culture of the Foundation.
- Provide the Board with data, reports, and investigations requested by board members.
- Oversee all financial transactions, administer the budget, grants awarded, donations received, and financial audit.
- Ensure that the Foundation's physical properties are properly and adequately maintained.



- Submit a report of activities for board meetings.

Staff Planning and Oversight

- Administers staff operations to implement goals of Our Community Foundation.
- Responsibility of recruitment, employment, and release of employed staff. Makes assignments and develops job descriptions. With staff, develops work plans and staff objectives. Maintain personnel records.
- Develop the working practices and culture of the office.
- Arrange training and development opportunities for staff.

Development

- Identify potential prospects with the help of Board Members and professional advisors.
- Develop and implement cultivation and solicitation plans.
- Assume a leadership role in the community in explaining the mission of the Foundation and presenting accomplishments and goals.
- Attend and participate in community events at which the Foundation should be present.
- Actively seek opportunities to speak for the Community Foundation before local groups.
- Actively seek to increase the assets and strengthen the impact of the Community Foundation in meeting local charitable needs.
- Develop a plan for the stewardship and sustainability of all donations.
- Stay current with giving trends, ways to give, and types of funds. Keep informed of developments in tax laws and regulations.

Fund Investment

- Assist the Finance/Investment Committee in developing an investment strategy and policy consistent with the Foundation's mission.
- Maintain necessary relationships with the investment manager to assure a sound working relationship consistent.
- Keep in contact with Indiana Philanthropy Alliance (IPA) and other state community foundations to be knowledgeable in trends.

Fund Distribution

- Work with staff to establish and communicate all grantmaking strategies and priorities.

- Develop an application process including forms, reporting requirements, timeline, and tracking/follow up.
- Continually evaluate grantmaking programs and work with IPA and other state and national community foundations.

Public Relations

- Arrange for media coverage of actions and events.
- Create publicity and promotional material.
- Meet with community, business, and professional advisors to convey the Foundation's mission.
- Cultivate and maintain a good working relationship with local radio stations, television stations, and print media.
- Use Social Media to promote and communicate about the Foundation.
- Be the public face of the Foundation.
- Perform as liaison with other non-profit organizations in related fields as well as with non-profits within the community.

Personnel Traits

- Working knowledge of English grammar, spelling, punctuation, and written composition practices and theories.
- Ability to perform duties and to do so within conformance of organization policies, procedures and applicable regulations and statutes.
- Ability to effectively communicate verbally and in writing with Board, donors, charitable organizations, and public.
- Ability to maintain effective, cooperative, and productive work relationships.
- Ability to perform supervisory functions: plan, organize, budget, direct, instruct, review, train, counsel.
- Ability to establish and enforce standards for self.
- Ability to develop and implement ideas and programs with Board's approval.
- Ability to draft, compose, complete, and maintain required paperwork and records.
- Ability to effectively organize and maintain organization materials and equipment.
- Ability to effectively prioritize work.
- Ability to anticipate problems and initiate corrective actions.



- Ability to make practical application of policies and procedures to assigned tasks.

Job Standards

Four-year degree in related field preferred. Minimum of two years of professional experience in a related field and one year of supervisory/administrative experience. Excellent personal and work references are required.

Physical Demands

Those demands typically needed in the office environment. i.e., sitting for periods of time, lifting, and moving objects, climbing stairs, walking, reaching, etc. Reasonable accommodation can be made to enable individuals to perform essential duties. On occasion, the Executive Director will perform responsibilities outside the office. i.e., giving a speech, attending an event, hosting an event, traveling to meetings, etc. See page 5.

Personal Relationships

The Director performs duties alone and with others and interacts with the Board, donors, financial advisors, nonprofit organizations, and the public in a cooperative, informed effort in achieving objectives.

Work Environment

The workplace is business casual and customary office environment. The culture of the office is set by the Executive Director.

Physical Demands

- For physical demands of this position, including vision, hearing, repetitive motion, and environment, see the description on page 5 of this job description.
- Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions of the position without compromising the quality and accuracy of work.

Compensation

- Status: Exempt employee.
- Salary is negotiable depending upon individual experience and qualifications.

Description of Physical, Work Environment, and Repetitive Demands

Check appropriate box for each of the following items to best describe the extent of the specific activity performed by the staff member in this position.

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities
Show the amount of time by checking the appropriate boxes below.

-Amount of Time -		None	up to 1/3	1/3 to 1/2	2/3 and more
Stand:				X	
Walk:				X	
Sit:				X	
Talk or hear:					X
Use hands to finger, handle or feel:				X	
Push/Pull:			X		
Stoop, kneel, crouch or crawl:	X				
Reach with hands and arms:			X		
Taste or smell:	X				

This job requires that weight be lifted, or force be exerted. Show how much and how often by checking the appropriate boxes below.

-Amount of Time -		None	up to 1/3	1/3 to 1/2	2/3 and more
Up to 10 pounds:			X		
Up to 25 pounds:			X		
Up to 50 pounds:	X				
Up to 100 pounds:	X				

More than 100 pounds:

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements

Specific demands not listed:

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.
Show the amount of time by checking the appropriate boxes below.

-Amount of Time -		None	up to 1/3	1/3 to 1/2	2/3 and more
Wet, humid conditions (non-weather):		X			
Work near moving mechanical parts:		X			
Fumes or airborne particles:			X		
Toxic or caustic chemicals:			X		
Outdoor conditions:			X		
Extreme cold (non-weather):			X		
Extreme heat (non-weather):			X		
Risk of electrical shock:			X		
Work with explosives:		X			
Risk of radiation:		X			
Vibration:		X			

The typical noise level for the work environment is:
(Check all that apply)

- Very Quiet
- Loud Noise
- Quiet
- Very Loud Noise
- Moderate Noise

Hearing:

- Ability to hear telephone ring
- Ability to hear voices
- Ability to hear voices with background noise

REPETITIVE MOTION ACTIONS

-Number of Hours -		0	1-2	3-4	5-6	7+
Repetitive use of foot control						
A. Right only		X				
B. Left Only		X				
C. Both		X				
Repetitive use of hands						
A. Right only						X
B. Left Only						X
C. Both		X				
Grasping: simple/light						
A. Right only		X				
B. Left Only		X				
C. Both		X				
Grasping: firm/heavy						
A. Right only		X				
B. Left Only		X				
C. Both		X				
Fine Dexterity						
A. Right only		X				
B. Left Only		X				
C. Both		X				

