Executive Director, Story County Community Foundation

Title: Executive Director, Story County Community Foundation  
FLSA: Exempt  
Date: June 2020  
Reports to: Story County Community Foundation Advisory Board

PURPOSE OF POSITION
The Executive Director is responsible for providing leadership to carry out the mission and vision for the Story County Community Foundation (SCCF). The Executive Director is responsible for SCCF’s fundraising and donor development, grantmaking programs, marketing, finance/operations and community leadership activities. This is accomplished in partnership with office staff and the SCCF Advisory Board of Directors. The Executive Director is an employee of the Community Foundation of Greater Des Moines and reports directly to SCCF’s Advisory Board of Directors.

CORE COMPETENCIES:
Strategic Leadership | Fundraising & Relationship Building | Public Speaking | Results Focus & Initiative

DUTIES AND RESPONSIBILITIES:

Asset and Donor Development
- Meet with prospective donors; individuals, families, businesses, and nonprofit organizations to create a charitable giving fund or contribute to an existing fund
- Promote charitable giving to a variety of audiences including civic groups, community organizations and local community leaders
- Meet with local professional advisors (attorneys, wealth managers, accountants, etc.) to create referral relationships
- Solicit Story County donors to financially support the grant and operating endowment to ensure long-term sustainability of the organization
- Steward existing fund relationships and develop strategies to grow those relationships

Advisory Board Relations and Development
- Partner with the Advisory Board on SCCF mission and vision, set the comprehensive strategy annually and engage in long range planning
- Confer with members of the Advisory Board, Community Foundation of Greater Des Moines and staff members to discuss issues, coordinate activities, and resolve problems
- Assist the Board Chair in planning and preparing agenda. Work with Administrative Assistant to prepare meeting packet materials and background information for meetings
Prepare and present reports concerning activities, expenses, budgets, and other items affecting the Foundation
Coordinate with the Board Chair to orient new board members to enhance progress toward reaching goals and utilize each board member’s talents; ensure recognition/appreciation
Actively engage Advisory Board to achieve annual organizational goals

Operations and Staff Supervision
- Administer operations to implement goals within the framework of policies and approved budget
- Ensure the motivation and development of staff and volunteers through clear direction, communication, and evaluation
- Provide orientation, training and mentoring in a stimulating, flexible, and enjoyable working environment that encourages initiative, participation, and maximum utilization of skills
- Monitor investments with the Community Foundation of Greater Des Moines
- Ensure policies and procedures of the Community Foundation of Greater Des Moines are implemented and followed
- Ensure development of a multiyear budget plan which consists of realistic estimates of income and expenses projected over a timeline; and ensure that the budget status is reviewed at least semiannually

Marketing and Communications
- Ensure a strong social media presence through a quality, up-to-date website and other social media as appropriate (i.e., Facebook, Twitter)
- Serve as liaison/convener between SCCF, stakeholders, and outside organizations
- Work with the Charitable Giving and Outreach Committee for special events planning and implementation; coordination of individual donor appeals
- Work with the Grantmaking Committee to organize and implement the annual grantmaking program
- Promote through publicity and publications, including periodic newsletters, annual report, and collateral materials developed for special needs
- Write and submit press releases, editorials and op-eds to local media outlets as a way to promote SCCF and philanthropy
- Build and foster county wide relationships with nonprofit partners, community stakeholders and leaders to elevate SCCF’s nonprofit trainings, grantmaking program and charitable giving funds

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience
Bachelor’s degree and three or more years in executive director, fundraising or combined experience. Knowledge of planned giving and major gift solicitation is preferred. Demonstrated ability to raise substantial funds from individuals, businesses, private foundations and other potential contributors is highly desired. Proven ability to manage multiple projects and tasks simultaneously and work both independently and in a team environment. Experience with providing outstanding customer service and problem-solving skills desired.
Language Ability
Excellent writing, proofreading and critical thinking skills. Must have excellent interpersonal and communication skills. Ability to effectively present information to customers, clients, and other employees of the organization. Excellent telephone and customer service skills.

Cognitive Demands
Proven ability to manage multiple projects and tasks simultaneously, set priorities, handles numerous responsibilities, and work both independently and in a team environment. Adaptable attitude, attention to detail, organized self-starter, and creative. Able to interface well with a variety of people. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Computer Skills
To perform this job successfully, an individual should have working ability of MS Office applications as well as experience with databases and data entry. Ability to work with and perform research on the Internet.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

Work Conditions
Work is largely performed in Story County and the SCCF office is located in Ames. Residing in Story County is required. Meetings are often held in other communities and outside of “regular (8-5)” business hours. Travel may be as much as 10% of the time, with minimal overnight travel required.

Acknowledgement
I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

________________________________  __________  ___________________  __________
Employee’s Signature           Date              Supervisor                                 Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.