



Inspired by the area's rich tradition of generosity, WCF strengthens our community through philanthropy with the goal of fostering a healthy, dynamic community where all people have the opportunity to enhance the quality of their lives and the lives of others.

POSITION DESCRIPTION

TITLE:	Executive Director
REPORTS TO:	Board of Directors
IMMEDIATE SUPERVISOR:	Board Chair
STATUS:	Full-time employee
ADMINISTERS:	Staff, operations, programs, and facilities

JOB SUMMARY:

The *Executive Director* is responsible for increasing the impact and influence of the Foundation throughout the region it serves. The Executive Director mentors and supports the Foundation's staff while also providing leadership and support to the Board of Directors. The guiding priority for the Executive Director is to provide leadership for the Foundation's relationships with donors, professional advisors, affiliates, community leaders, and key nonprofit agencies throughout the region served by the Foundation with the goal of increasing the Foundation's philanthropic assets by linking people with the charitable needs and programs that matter most to them, as well as with key community and regional priorities. The Executive Director will administer the implementation of Board policies and plans towards accomplishment of WCF goals, as well as be responsible for overall operations, growth, staff development and expansion of the WCF.

PRINCIPAL RESPONSIBILITIES:

Board Relations

- Confers regularly with Executive Committee, working as a team with the Chair in implementing Board decisions, coordinating the work of committees, developing goals and long-range planning, and in reviewing progress towards goals.
- Assists Chair in planning and preparing agenda and materials for Board and Executive meetings. Provides background information, definition of alternatives with their projected implications, and clarification of issues as needed.
- Facilitates the preparation of materials needed by the Board and all committees, including all information needed for meetings. Coordinates the work of committees and meeting schedules to avoid overlap and gaps in progress toward accomplishment of goals. Supervises all necessary arrangements to ensure efficient and comfortable meetings for Board and committees.
- Attends Board and committee meetings in an ex officio capacity, serving as a consultant. Drafts reports on progress, major problems, and review of staff work. Ensures minutes are completed for meetings, and members receive information and minutes in follow-up to meetings.

- Keeps the Board informed of activities, problems and/or progress between meetings.
- Ensures term records of service of members are maintained and works with nominating committee in identifying potential new members and coordinating a seamless transition between departing and newly appointed members.
- Arranges training for Board members as needed to enhance the progress toward reaching the goals of WCF and works to ensure that each Board member is recognized and shown appreciation for their work on behalf of WCF.
- Ensures by-laws, articles and policies are reviewed with Board as needed, and are implemented by staff and updated when appropriate.
- Identifies operational needs and communicates solutions while working with the Board on oversight and planning of these details (i.e. systems, staffing, etc.).

Staff Oversight, Planning & Governance

- Administers staff operations to implement WCF goals and mission within the framework of Board approved policies and the approved budget.
- Carries responsibilities for the recruitment of employees and release of employed staff. Initiates assignments and develops job descriptions. Works with staff to develop work plans and staff objectives.
- Arranges training and developmental opportunities for staff. Conducts periodic staff meetings.
- Conducts annual staff evaluations working with staff to set goals and work plans, and involves related committees for oversight. Regularly assesses staff performance throughout the year, referring to previously set goals and work plans, and counsels staff on their professional development while acting as a mentor.
- Administers Board adopted personnel policies and procedures, ensuring personnel policies handbook and individual records are maintained and regularly updated.
- Recruits, trains and supervises volunteers as needed. Structures volunteer programs, including records of services rendered and recognition of contributions made.
- Completes notes to file, and ensures staff do as well, on donor, prospect or other community leader meetings.
- Leads and supports the Board of Directors in developing, implementing, tracking, and revising the Foundation's strategic plan and goals to maximize the Foundation's effectiveness within the region and ensure an optimum rate of financial as well as programmatic growth.
- Ensures collaboration among all staff in their various roles, with a common goal of connecting with community and donors.
- Provides direction, works with staff to set goals and create press releases and marketing materials to increase awareness of the Foundation's mission, goals, accomplishments, and gift opportunities.

- Leads the Board of Directors and staff in establishing and maintaining written policies addressing such issues as types of gift vehicles to be offered; types of assets acceptable for gifting; management of endowment, Donor Advised, Field of Interest, and other types of funds; investment objectives; employee relations and benefits; and other areas related to the sound management of a community foundation.
- Collaborates with the Finance Director to ensure that the Foundation's annual audit is completed without impediment.
- Ensures appropriate 'segregation of duties' relating to the fiscal activities of the Foundation.
- Ensures that all current and planned gifts are appropriately acknowledged, including processing and tracking gifts within WCF's database.
- Provides leadership and support to staff not only to ensure that all programmatic and operational needs of the Foundation are met, but also to encourage employee job satisfaction and growth of skills/talents, including supporting continuing education and training opportunities, with the goal of building a stable and well functioning staff team.
- Along with staff, establish, maintain, and safeguard filing and computerized records systems to support the donor relations, grantmaking, fund management, investment, and accounting & financial tracking needs of the Foundation.
- Pursues professional training and education opportunities to increase personal knowledge and skills in the areas of community foundation management, estate and charitable gift planning, community service programming and grantmaking, community development, and principles of leadership and building effective interpersonal relationships.
- Performs other duties commensurate with the role of a Foundation Executive Director as required or requested by the Board of Directors.

Grants Program Management and Community Capacity Building

- Maintains an awareness of community needs in order to support the goal of impacting the community through well-placed grants and offering new ways of approaching complex problems through grant support. Initiates and cooperates in actions, attends and participates in meetings, and maintains relationships with other organizations as appropriate in relating to WCF goals.
- Participates in Council on Foundations and Minnesota Council's regional, national and affinity group functions, as well as other conferences and workshops related to the work of WCF.
- Coordinates and supervises the grantmaking program of WCF within the policies and procedures established by the Board. In addition, seeks ways in which WCF can respond proactively to the needs of the community and makes recommendations to the Board of leadership actions WCF should take.
- Takes responsibility for the maintenance of records related to grants and provides direction to staff.
- Connects with area non-profits to conduct site visits, assess potential projects in need of funding, and monitor the progress of previously funded projects.

- Ensures that staff has completed all ‘due diligence’ requirements associated with grant making and charitable distributions from funds.
- Explores and develops opportunities for collaborating with other community foundations and major funders through the Council on Foundations.

Public Relations and Foundation Development

- Represents and serves as spokesperson for WCF to the general public, special constituencies, potential donors, and other organizations or entities. Actively seeks opportunities to speak for WCF before groups and on occasions that will further the goals of WCF.
- Carries out policies and procedures for public relations/marketing and development as approved by the Board, including a periodic newsletter, news releases, an annual report, and materials for special constituencies such as lawyers, accountants, trust officers, financial planners, donors, grant seekers, etc..
- Works to build relationships between WCF and donors/prospective donors, and supervises the maintenance of donor/prospect files.
- Actively seeks to increase the assets and to strengthen the impact of WCF in meeting the charitable needs of the region served.
- Takes a leadership role in the planning and execution of annual events for donor recognition and promotion of the Foundation, while creating profitable opportunities when appropriate, through efficient and effective execution of events.
- Facilitates dialogues among various entities in community problem-solving, and encourage community and youth development initiatives that strengthen the climate for sustainable economic development locally and regionally.
- Identifies individuals, organizations, and foundations with the potential to provide philanthropic support to the Foundation, and executes plans to build relationships with the goal of matching donor interests with community needs, including managing a portfolio of top-priority donors and potential donors.
- Ensures ongoing stewardship of relationships with existing donors, families of bequest donors, and executors.
- Personally solicits donors, with Board representatives, and/or in cooperation with a donor’s professional advisors, as appropriate, and ensures accurate preparation of any needed supporting materials.

Fiscal Management

- Supervises the administration of fiscal policies and procedures as development by the Board and advises the Board, in concert with the Director of Finance, of problems and/or needed changes in such policies.

- Works with the Director of Finance, Board Chair and Treasurer to estimate the annual operation budget and capital needs of WCF for recommendation to the Board.
- Supervises the accounting system and all fiscal records, including the auditing of financial statements from any outside money managers or handlers of WCF assets.
- Develops an in-depth understanding of the accounting system in order to participate in the audit of annual financial statements by an outside accounting firm, or to temporarily assume record keeping in the absence of staff or volunteer.
- Supervises the preparation of analyses of asset reports for use by the investment committee.
- Ensures the preservation and protection of the assets of WCF.

IDEAL CANDIDATE

Knowledge, skills and abilities:

- Demonstrated leadership and management skills to oversee the human relations and technical administration aspects of operating a complex, competitive and professionally driven organization
- Exceptional listening as well as written and oral communications skills to build productive relationships with donors, professional advisors, volunteer leaders, charities and the community
- Astute volunteer leadership skills to maximize the effectiveness of volunteer leaders and advisory boards
- Strong organizational, planning, and multi-tasking skills to develop shared programmatic visions and manage multiple priorities
- Demonstrated service orientation and ability to work with diverse groups of people, including a sincere interest in working with people to fulfill their own charitable intentions and a motivation to exceed donor expectations
- High level of creativity to develop new approaches while solving a wide range of programmatic challenges and gift planning problems
- Ability to think independently while engaging others in participative decision-making
- Ability to understand and interpret financial reports, investment analyses, and other fiscally oriented materials
- Knowledge of major and planned giving concepts and approaches to donor cultivation and stewardship
- Sincere commitment to community service and the humility to make a difference in the life of a community without the need for broad personal recognition
- Ability to use computer-related software and technology to accomplish tasks (e.g., word-processing, database, and presentation software as well as Internet resources), as well as to understand the overall relation of efficient task completion to relevant software solutions
- Ability to learn quickly and be adaptable in the field of complex legislation and regulation

Education:

- Bachelors degree with coursework in the areas of marketing, English/communications, business, finance, and other areas related to the work of a community foundation required
- Advanced degree or professional certification in the field of financial planning, charitable gift planning, nonprofit law, accountancy, trust services, etc. preferred
- Professional education in nonprofit management, fund-raising, planned giving, donor relations, marketing, and/or related areas preferred

- Comparable experience and training may be substituted

Experience:

- Previous experience leading and managing a complex nonprofit entity, a comparable for-profit entity, or a department of a larger business required
- Experience in engaging volunteer leadership and donors in advancing the mission of a nonprofit organization required (either as a board director or a key staff person of a nonprofit organization)
- Experience with major gift fund-raising as well as donor cultivation and stewardship, or alternatively, experience developing high-net worth client relationships and new business capacity in a relevant for-profit field required
- Background serving in a visible public contact capacity while mentoring and supporting diverse staff required

The Executive Director's position is performance based. It is recognized that WCF development and growth occur most frequently through relationships cultivated outside the office; therefore, discretion is given to the Executive Director as to the hours spent in the office, providing job performance is accomplished as described above. An ability to work in a variety of settings with long, sometimes irregular hours is needed at times, as well as maintaining composure while managing multiple tasks or working with challenging personalities; also is expected to separate personal opinion from the official voice of WCF.

It is recognized that the Executive Director shall be a model for WCF employees in respect to job commitment, philanthropic values and dedication. This position will have access to confidential/sensitive information so it is imperative that strict confidentiality is maintained.