

## Gratiot County Community Foundation Position Description

### **Title**

Executive Director

### **Summary**

The position of Executive Director of the Gratiot County Community Foundation (GCCF) is a full-time, salaried position. The Executive Director is in charge of leading and directing the organization and providing active management of the organization's business at the direction of the Board. This includes leading the organization toward achievement of its mission; working with the Board to maintain relevance in the region; develop and implement a plan for financial viability and long-term growth and stability of operations; adherence to National Standards for Community Foundations; maintaining memberships and playing an active role, where possible, in local, regional, state, and national organizations that support and enhance the Community Foundation's ability to succeed and grow.

The Executive Director will have such other duties and powers as the Board of Directors may prescribe from time to time.

### **Essential Duties**

In all areas of operation, the Executive Director will work in tandem with the Board to 1) assure that the Community Foundation operates legally, ethically, and transparently; 2) assure the goals of its mission and strategic plan are met; 3) develop sufficient financial resources to meet the goals of the strategic plan; and 4) meet or exceed National Standards for U.S. Community Foundations.

#### **1. Legal compliance**

- Assures adherence to all legal and regulatory laws, statutes and processes.
- Maintains accreditation requirements and oversees accreditation process.
- Keeps abreast of legislative and regulatory developments that may affect the operation and management of the Foundation.

#### **2. Mission, policy and planning**

- Develops and implements the Foundation's values, mission, vision, and short- and long-term goals.
- Assists the Board to monitor and evaluate the Foundation's relevancy to the region, its effectiveness, and its outcomes.
- Keeps the Board fully informed on the philanthropy climate and important factors influencing it, how that affects the Foundation's operations and recommends policy positions.

#### **3. Management and administration**

- Provides general oversight of all GCCF activities and assures a smoothly functioning, highly efficient, and effective organization.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, regular evaluations, and appropriate technology.

UPDATED: 11/3/2020

- Assures a work environment that promotes recruitment, retention and support of quality staff. Assures a process for selecting, developing, motivating, and evaluating staff. Creates job duties, outlines expectation, and evaluates staff.
- Enables an open and honest environment allowing for regular and effective communication.
- Recommends staffing and related budget requirements to the Board of Trustees. In accordance with Board action, recruits personnel, negotiates professional contracts, and assures that appropriate salary structures are developed and maintained.
- Specifies accountabilities for personnel and evaluates performance regularly.

#### 4. **Grantmaking**

- Works in coordination with the Board of Trustees to establish and communicate grantmaking strategies and priorities.
- Oversees application process including forms, reporting requirements, and communication procedures in conjunction with the appropriate GCCF committees
- Evaluates grantmaking program and make appropriate changes to the process in conjunction with the GCCF committees.
- Oversees all grant payments and processing of grant requests.
- Facilitates the connection between donors' wishes and grant opportunities and communicates with grantees on a regular basis.

#### 5. **Financial Management and Asset Development**

- Works with the GCCF Treasurer and Finance Team to oversee the fiscal activities of the organization including establishing an annual budget, reporting and auditing.
- Leads the asset development process for the Foundation ensuring a well-functioning GCCF Development Committee, an annual asset development plan, and the efficient coordination of all development activities.
- Identifies potential donor prospects with the help of the Board and the GCCF Development Committee.
- Develops cultivation and solicitation plans in conjunction with the GCCF Development Committee for specific corporations, foundations, businesses and individuals.
- Meets with prospective donors and actively solicits donations.
- With the Board of Trustees, selects and evaluates the Foundation's financial investment managers.

#### 6. **Community relations**

- Works to develop strong linkages to local communities, identify community needs and engage local communities in the Foundation's mission.
- Remains connected and engaged with the GCCF Youth Advisory Committee (YAC) to ensure the effectiveness of its work.
- Uses effective marketing and communications to promote the foundation and be a strong community advocate.
- Strengthens and fosters new partnerships with the Foundation in ways that meet the community's needs, furthers its mission, and increases the Foundation's relevancy and revenues.
- Listens to grantees, donors and partners in order to improve services and generate community involvement.
- Serves as chief spokesperson for the Foundation assuring proper representation of the GCCF.

UPDATED: 11/3/2020

- Uses various forms of media (print, social media, website, press releases) to share the Foundation's contributions and their impact on the community.

## 7. Governance

- Works with the Board to ensure board composition is representative of the community, diverse, and includes thought leaders and individuals who can bring necessary skills to help the foundation fulfill its mission.
- Works with the Board to create and maintain governance process that is based on principles, processes, policies and performance.
- Works with the Board to maintain bylaws that reflect the foundation's purpose and governance.
- Focuses the Board on short and long-term strategic priorities and participates in strategic planning designed to bring vision and knowledge to the priorities.
- With input from the board, establishes annual goals and agrees to an annual evaluation by the board. The board is responsible for annually setting appropriate (fair market value) levels of total cash compensation.
- Works with the board to evaluate board performance regularly.
- Works with the board to create and empanel committees, identify responsibilities, and recommend volunteers.
- Manages the Board's due diligence process to assure timely attention to core issues.

Additional responsibilities may be assigned by the Board of Directors at any time.

### **Minimum Education, Training, and Experience**

- A Bachelor's degree or equivalent experience and three years' experience, preferably at the executive level, in a community foundation, grant-making organization, or similar non-profit.
- Experience and demonstrated success in fund development
- Familiarity with Blackbaud FIMS operating system
- Ability to read, write, and speak English fluently; excellent oral and written communication skills
- Ability to provide excellent customer service when interacting with community members and others in person, by e-mail, and on the telephone
- Computer and other office skills sufficient to prepare and distribute written reports, maintain databases, and track work progress electronically (preferably Microsoft Excel, Word, PowerPoint, and Access.)
- Demonstrated initiative and ability to set up and maintain an organized work environment, prioritize work assignments, multitask, work and solve problems under pressure
- Demonstrated leadership combined with proven success in working under the direction of a board of directors, preferably a non-profit board
- Proven success at creating collaborations, building trust and respect, and working with partners such as other nonprofits, community members, donors, etc.
- Demonstrated effective management experience with both staff and volunteers
- Demonstrated experience with regard to fiscal management

### **Preferred Qualifications**

- Five years' experience at the executive level in a community foundation
- Strong relationships and knowledge of resources within our service area necessary to fulfill the position responsibilities
- Excellent understanding of asset-based community planning process

UPDATED: 11/3/2020

- Entrepreneurial experience
- HR experience

### **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.*

The employee is required to sit and stand frequently and to walk occasionally. The employee must be able to transport to other locations – both indoors and outdoors – for meetings and other duties. Occasionally the employee may push or lift up to 50 lbs. The employee is directly responsible for safety, well-being, and work output of others.

### **Sensory Demands**

The employee is very frequently required to hear and speak. Electronically communication, e.g. emailing, is frequent.

### **Work Environment**

The work environment characteristics described here are representative of those the employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the on-site work environment is usually quiet to moderate, but occasionally loud.
- Off-site and on-site meeting environments are generally moderately quiet, but occasionally loud.
- At times the applicant will work in a virtual office environment using different technology to communicate with co-workers and other constituents.

Compensation will align with standards set by the Council of Michigan Foundations and qualification of applicant.

Interested candidates must submit a cover letter, current resume and the names of three professional references to [GCCF@gratiotfoundation.org](mailto:GCCF@gratiotfoundation.org)

Applications will be accepted until the position is filled.

References will not be contacted without prior consultation with candidates.

Questions, nominations, as well as expressions of interests, should be directed to:

Rugelio Ramereiz, [ramereiz@msu.edu](mailto:ramereiz@msu.edu) / 989-388-6454

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*