

## JOB DESCRIPTION

### Executive Director

Employed by: Merrick Foundation Board of Directors

Responsible to: Board of Directors

Immediate supervisor: President of the Board

Status: Regular Exempt Employee

Administers: Programs and Facilities

**Purpose of Job:** To provide professional leadership and assistance to the officers of the Board of Directors in making the Foundation an effective, viable organization; to administer the implementation of board policies and plans toward the accomplishment of the Foundation's goals; to be responsible for the entire operation, growth, and development of the Foundation.

#### PRINCIPAL RESPONSIBILITIES:

##### A. Foundation Visibility

- Works to increase the visibility of the Community Foundation and build relationships between the Foundation and donors/prospective donors and maintains the donor/prospect files.
- Studies to develop a working knowledge and keep abreast of changes in the laws, regulations, methods, etc. of planned giving, fundraising, nonprofit management, investments and banking procedures, insurance and annuity plans, etc. to enhance the operation of the Foundation as well as to protect the Community Foundation from detrimental actions.
- Actively seeks to increase the assets and strengthen the impact of the Foundation in meeting charitable needs across Merrick County.
- Solicits donations through cultivating a knowledge of potential sources of donations to the Foundation.

##### B. Board Relations

- Confers regularly with the president. Works as a team with president in implementing board decisions, in coordinating work of board committees, in developing goals in long-range planning, and in review progress toward goals.
- Prepares board agendas. Supplies background information, definitions of alternatives with their projects implications, and clarification of issues as needed by president.
- Facilitates the preparation of board books, including all information needed by the board for each meeting, and supervises all necessary arrangements to insure efficient and comfortable meetings of the board.
- Attends board meetings in an ex-officio capacity, serving as a consultant. Makes reports on progress, major problems, and review of all staff work. Supervises the writing of minutes of board meetings and the mailing of minutes to board members immediately following each board meeting.
- Serves as a consultant on all board committees including standing and ad hoc committees or task forces; facilitates the preparation of information and material needed by each committee; and coordinates the work of committees so as to avoid overlap or gaps in progress toward accomplishment of goals.
- Keeps the board informed of activities, problems, and/or progress between board meetings.
- Maintains service records of members of the board. Arranges training for board members as needed to enhance the progress toward reaching the goals of the Foundation and works to ensure that each board member is recognized and shown appreciation for his/her work on behalf of the Community Foundation.

### C. Grants and Program Management

- Keeps aware of community needs and interests as they relate to Foundation goals.
- Initiates and cooperates in actions, attends and participates in meetings, and maintains contracts with other organizations as appropriate in relation to the Foundation's program goals and/or to stimulate interest in knowledge of the Community Foundation.

- As the budget permits, participates in regional, national, and affinity group functions, as well as, other conference and workshops related to Foundation work.

#### D. Public Relations

- Represents and serves as spokesperson for the Foundation to the general public and other organizations or entities.
- Actively seeks opportunities to speak for the Foundation before groups and on occasions that will further the goals of the Community Foundation.
- Facilitates publicity and publications to promote the work of Foundation including periodic newsletters and annual reports.
- Carries out the policies and procedures for public relations and development as approved by the Board of Directors and works to assist the Board in meeting its annual goals and objectives for growth.

#### E. Fiscal Management

- Administers the fiscal policies and procedures as developed by the Board and advises the Board of problems and/or needed in such policies.
- Works with the Executive Committee to estimate the annual operating budget and capital needs of the Foundation for recommendation to the Board of Directors prior to the annual meeting.
- Oversees the accounting system and all fiscal records.

#### F. Conclusion

- The Executive Director's position is performance based. It is recognized that Foundation development and growth occur most frequently through contacts made outside the office.