



## Executive Director of the Community Foundation of Jackson County (CFJC)

### Position Description

**DEPARTMENT:** Development

**FLSA:** Exempt

**DATE:** July 2020

**REPORTS TO:** VP Finance/Philanthropy

**JOB STATUS:** Full Time

**BENEFITS:** Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, 403b Plan, Paid Vacation, Paid Sick Time, Parking

#### ORGANIZATIONAL POSITION:

This executive position is based at the Community Foundation of Greater Dubuque (CFGD) office, 700 Locust Street, Dubuque with travel throughout Jackson County. The Executive Director directly supports the Community Foundation of Jackson County Board of Directors; and as an affiliate foundation of CFGD, is supported by the CFGD leadership, finance, communications, and development staff. This position reports directly to the Vice President of Finance and Philanthropic Service. Salary is commensurate with experience.

#### RELATIONSHIP TO THE CFJC BOARD:

- Works closely with the President to formulate and execute the board agenda.
- Brings information and actionable items to the attention of the President/Board.
- Provides support to all committees.
- Arranges and attends all Board meetings, as ex-officio member.
- Coordinates/assigns the recording of minutes of all proceedings.
- Meets with members of the Board and committees as needed.
- Provides reports, records and research needed to conduct Foundation business.

#### RELATIONSHIP TO THE COMMUNITY FOUNDATION OF GREATER DUBUQUE:

- Is an employee of CFGD and reports directly to Vice President of Finance and Philanthropy.
- Works closely with CFGD Finance Team for all gift and grant administration.
- Responds in a timely accurate way to Finance Team and Audit requests.
- Develops, executes and continually updates a work plan in concert with the CFGD Development Team and approved by the President and CEO.
- Supports CFGD region-wide initiatives such as professional advisor trainings and donor events.
- Seeks out and shares expertise from CFGD staff.
- Attends regional, state or national meetings at the direction and approval of the Board, pertinent to the Foundation's goals.

#### FUND DEVELOPMENT:

- Provides leadership to fund development activities.
- Promotes awareness and image of the Foundation in the area.
- Meets with area attorneys, bank officers, accountants, tax and investment counselors, life insurance executives and others involved in estate planning.

- Identifies and meets with prospective donors to develop relationships with the Foundation.
- Provides leadership for the grant process, reviews grant application procedures annually with the CFJC Board, acts as liaison between the Foundation and nonprofit agencies with the granting process and conducts evaluations of funded projects and reports these to the Board.
- Manages scholarship process and distribution.

**PUBLICITY, PROMOTION AND PUBLIC RELATIONS:**

- Promotes awareness and understanding of the community foundation.
- Works with CFGD communication staff to develop marketing materials, press releases and coordinates distribution with CFGD communication staff.
- Develops working relationships with local news media.
- Seeks opportunities for public speaking engagements.
- Serves as foundation spokesperson for local newspaper, radio and TV.
- Develops positive relationships with local community organizations, public officials, corporate executives, business owners and managers.
- Plans and supervise special events and activities to promote the goals and objectives of the Foundation (grant celebrations, workshops, educational programs on philanthropy, fund-raising, proposal writing, etc.)

**WORK SETTING:**

This position is based on 32 hours a week, with hours fluctuating with work load, grant season, board meetings, and donor outreach. The director will establish a regular schedule to be in the CFGD office for Development Team meetings.

**EXPENSES:**

Records expenses for reimbursement purposes. Mileage is reimbursed at maximum federal rate, per IRS. This does not include once weekly mileage to the CFGD office.

**COMMITMENT TO COMMUNITY:**

The successful executive director will have a strong commitment to community building, philanthropy, supporting partnerships and providing vision.

**KNOWLEDGE AND EXPERIENCE:**

Minimum of 5 years of working in a similar leadership/management role and with the public. Higher education degree preferred. Preference is given if candidate has experience in donor relations, development, strategic planning, board relations, not-for-profit financial management, capital and operating budgeting, development, ability to successfully engage volunteers, and experience in internal team building. Has proven experience in fund raising. Has a strong understanding, if not expertise, in investment management and philanthropy, including giving vehicles and tax implications of charitable giving.

**SKILLS:**

English language; spelling; management; communication; goal setting; computer operation; time management; ability to perform efficiently and accurately on deadline.

**BEHAVIOR:**

Is a team player. Is a self-starter who works well with others; capable of accepting constructive suggestions; communicative. The executive director should keep self image appropriate for the job. Has a strong commitment to building community through philanthropy, the non-profit sector and community service.

**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.

*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.*

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.*

**TO APPLY:**

Send resume to: [office@dbqfoundation.org](mailto:office@dbqfoundation.org)