

JOB DESCRIPTION

EXECUTIVE DIRECTOR OF HOMER FOUNDATION



GENERAL FUNCTION: Under the general direction of the Board of Trustees, the Executive Director serves as the chief executive officer responsible for promoting the mission of the Homer Foundation and overseeing the administration of its planning and operations within the policies and goals of the Board of Trustees.

DUTIES AND RESPONSIBILITIES:

Board of Trustees Relations and Development

- Partner with the Board of Trustees in determining the Homer Foundation mission and vision, set the comprehensive strategy annually and engage in long range planning
- Collaborate with the Board President and committee chairs in planning and preparing agenda, materials, and background information for meetings
- Present reports concerning activities, expenses, budgets and other items affecting the foundation
- Ensure staff support for the Board of Trustees and its committees, including preparation of meeting agendas, minutes and materials, and providing publicity, scheduling and staffing
- Coordinate with the Board President and Leadership Policy and Planning Chair to orient new board members to enhance progress toward reaching goals and utilize each board member's talents; ensure recognition/appreciation
- Provide ongoing updates to Board of Trustees of organizational successes, challenges and progress

Operations and Staff Supervision

- Administer operations to implement goals within the framework of policies and approved budget
- Provide information to the Board of Trustees for formulation and review of its policies, programs, initiatives and strategic directives
- Hires, fires and supervises all staff and ensures 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
- Assists the Finance Committee in monitoring investments and maintain direct communication with investment managers
- Ensures maintenance of official records and documents and ensures compliance with federal, state and local regulations and national standards
- Develops the annual budget which consists of realistic estimates of income and expenses projected over a timeline; and ensure that the budget status is reviewed at least quarterly
- Seek and write grants and/or proposals for external funding opportunities.
- Oversee and implement fundraising and event programs.
- Maintain Homer Foundation offices and promote common resources/facilities.
- Maintain cooperative and joint working relationships with other related Foundations and meet national standards.

Marketing and Communications

- Build public and business awareness of the Foundation and an understanding of philanthropy
- Ensure a strong social and traditional media presence through a quality, up-to-date web site and other media as appropriate
- Serve as outreach liaison/convener between the Homer Foundation, public, stakeholders, and outside organizations
- Work with the development committee for fundraising and special events planning and implementation; coordination of individual donor appeals
- Prepare annual report for general public distribution

Asset and Donor Development

- Meet with prospective donors; individuals, families, businesses and nonprofit organizations to create a charitable fund or contribute to an existing fund
- Promote development of effective philanthropy and 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
- Work with Homer Foundation donors to 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
- Maintain a working professional knowledge of community foundation development strategies and trends in philanthropy
- Attend stakeholder meetings to offer presentations on the Homer Foundation

Collaboration/Community Convener

- Promote the Homer Foundation as a valuable community asset, a community convener and collaborator
- Partner with other nonprofits, groups, and individuals to find creative solutions to unmet needs within our community
- Provide leadership within collaborations when appropriate
- Create opportunities for the Homer Foundation to serve as a promoter of nonprofit capacity building in the Homer area.

Minimum Qualifications, Skills and Experience

- Earned bachelor’s degree from an accredited institution or position- related training/education such as public administration, nonprofit management, finance or other related field. A graduate degree in nonprofit management, public administration, or law is helpful, but not mandatory.
- At least three to five years of experience in a position responsible for organizational development, leadership and management in the non-profit sector, philanthropy or related sector. An equivalent level of experience in non-profit leadership and fundraising may be considered.
- Professional interpersonal and communication skills (listening, interpersonal, oral, public speaking and written). Respect for others and demonstrated empathy are necessary.
- Demonstrated capability to develop, manage, and report multi-fund budgets.
- Effective writing, editing and proofreading skills.
- Intermediate proficiency with Google Drive and documents, and or Microsoft Office (Outlook, Word, Excel), website management and the ability to effectively utilize proprietary software.
- Strong planning and implementation skills; ability to research and organize information and manage multiple competing assignments and responsibilities.
- A high degree of professionalism, confidence and flexibility.
- Ability to develop and maintain a good working relationship with Foundation staff and Board, members of the community, elected officials, the media and professional colleagues.

Preferred Knowledge and Skills

- Familiarity with the southern Kenai Peninsula.
- Proven ability to develop, oversee and implement major fundraising events and projects.
- Knowledge of philosophies, principles, practices and trends in the operations and management of Community Foundations
- Experience in personnel administration and supervision.
- Successful experience in writing, acquiring and managing competitive grants for funding and capacity building.
- Ability to develop and implement strategic plans.
- Experience with donor development including client services and capability to understand various gift instruments, estate planning, trust administration, gift planning strategies, and related tax laws.
- Experience with (or demonstrated ability to learn) finance and donor management software such as Foundant or similar systems.