JOB DESCRIPTION
Executive Director
Community Foundation of Greater Rochester

Responsible to the Board of Trustees for the implementation of policies and for the management of the Foundation in a manner consistent with stated mission. Responsible to the Board for all staff support activities necessary to fulfill the purposes as defined in the Articles of Incorporation and the Bylaws of the Foundation.

Position: Executive Director
Reports to: Board of Trustees
Immediate Supervisor: Chairman of the Board

Principal Responsibilities:
1. Fund Raising and Fund Development
2. Create community awareness of the goals and objectives of the Foundation.
3. Oversee charitable grants from the funds established by donors in coordination with the Treasurer.
4. Administer an office and manage the systems and personnel through which the above functions are achieved.
5. Supervise the maintenance of all financial records.

Minimum Qualifications:
1. Demonstrated experience in organizational and administrative skills
2. Ability to communicate and work with the public
3. Knowledge and understanding of needs of greater Rochester, Rochester Hills and Oakland Township community or ability to quickly learn those requirements.
4. Fundraising experience
5. Grant writing and/or grant management experience

Preferred Qualifications:
1. Bachelor's Degree preferably in Business or Public Administration, or equivalent experience.
2. Familiarity with the concept and purposes of foundations and their relationship to their constituencies
3. Knowledge of community resources
4. Evaluation and research knowledge
5. Experience in facilities management
Characteristic Duties and Responsibilities:

A. Administrative
1. Provide guidance and recommendations to the Board with respect to policies and procedures; activities in which the Foundation from time to time might want to be involved; and investigate projects the Foundation may want to support or fund.
2. Serve as an ex officio member of all standing committees.
3. Hire and supervise all staff and coordinate activities with professional advisors, i.e. auditors, legal counsel, bookkeeper, etc.
4. Implement all decisions and policies adopted by the Board and carry out all directives of the Board.
5. Develop the working practices of the Foundation.
6. Provide the Board with all data, reports and investigations requested by the Trustees necessary to enable them to carry out their responsibilities.
7. Stimulate involvement by the Board.
8. Oversee all grant payments and processing of grant requests in coordination with the Program Officer.
9. Oversee the annual budgeting process and, after approval by the Board, administer operating and grant funds within the budget or as otherwise directed by Trustees.
11. Monitor and regularly report on membership and Trustee roles.
12. Assure that the Foundation's physical properties are properly and adequately maintained.
13. Develops a plan for the year detailing the work the Foundation will accomplish including a time table of the scheduled work.
14. Provides Board with weekly report of activities.

B. Staff Planning and Oversight
1. Administers staff operations to implement goals of the Community Foundation within the framework of existing Board policies and approved budget.
2. Carries responsibility for recruitment, employment, and release of employed staff. Makes assignments and develops job descriptions. With staff, develops work plans and staff objectives.
3. Arranges training and development opportunities for staff.
4. Periodically assesses staff performance and counsel staff on performance and development.
5. Maintains needed personnel records.
6. Recruits, trains, and supervises volunteers.

C. Program Fund Development:
1. Identify potential prospects with the help of the Board and the Development Committee.
2. Develop cultivation and solicitation plans in conjunction with the Development Committee for specific corporations, foundations, businesses and individuals.
3. Develop, with the Board, a case statement for support of the Foundation.
4. Assume a leadership role in the community in explaining the mission of the Foundation and presenting the Foundation’s case for support.
5. Makes a case for potential prospects to contribute and makes presentations to prospects.
6. Attends community events at which the Foundation should be present.
7. Keeps aware of community needs and interests as they relate to the Foundation goals.
8. Initiates and cooperates in local community initiatives
9. Actively seeks opportunities to speak for the Community Foundation before local groups.
10. Actively seeks to increase the assets and strengthen the impact of the Community Foundation in meeting local charitable needs
11. Develop a plan for the stewardship and sustainability of all donations to the Foundation.

**Fund Investment:**
1. Assist the Investment Committee in developing an investment strategy and investment policy consistent with the Foundation mission.
2. Assist the Finance Committee in monitoring the investment of Foundation funds.
3. Maintain necessary relationships with the investment manager(s) to assure a sound working relationship consistent with the Board's policy.
4. Develop and implement proper procedures to endorse and record Foundation receipts and disbursements and to handle other documents specifically authorized by the Board in accordance with auditors' recommendations.

**Fund Disbursement:**
1. Work in coordination with Program Officer, Board and Grants Committee to establish and communicate grant making strategies and priorities.
2. Develop an application process including forms, reporting requirements, and follow-up procedures in conjunction with the Grants Committee and the Program Officer.
3. Evaluate grant making program and make appropriate changes to the process.

**Public Relations:**
1. Arrange for media coverage of important actions and events affecting the Foundation.
2. Create or develop Foundation publicity and promotional material.
3. Meet with community, business and professional leaders to convey the Foundation's mission.
4. Cultivate and maintain a good working relationship with local radio, TV and print media personnel.
5. Use Social Media to promote and communicate about the Foundation 
6. Be the Public Face of the Foundation.

Other: 
Discharge other responsibilities that may be assigned by the Board or by one or more of the committees.

Decision Making Authority: The Executive Director serves as the chief executive and administrative officer for the Foundation, reporting and coordinating with the Chair of the Board. The Board evaluates the Executive Director through the Board's designees. The Executive Director has authority and responsibility to implement decisions within the policies set forth by the Board, in a manner consistent with the articles of incorporation, bylaws, policies and practices of the Foundation and applicable federal, state, and local laws. The Executive Director has the authority to enter into contracts on behalf of the Foundation, as limited by Board policies.

Physical Demands: 
Those demands typically needed in an office environment. i.e., sitting for periods of time, lifting and moving objects, climbing stairs, walking, reaching, etc. Reasonable accommodation can be made to enable individuals to perform essential duties.

Work Environment: 
The work place is the usual and customary office environment. Some activities are accomplished outside of the office. Handicap accessible.

SPECIFICS
Salary: Commensurate with experience and qualifications  
Hours: Full-time, Salaried.

Equal Opportunity Employer.