

PARK COUNTY  
**COMMUNITY**  
FOUNDATION

## **PARK COUNTY COMMUNITY FOUNDATION**

### **EXECUTIVE DIRECTOR <> JOB DESCRIPTION**

#### **MISSION:**

The **Park County Community Foundation (the ‘Foundation’)** is dedicated to enhancing the spirit of community and quality of life in Park County through stewardship of permanently endowed funds, grant making and other activities. **We connect caring people and key resources with community needs and opportunities. We do this by learning, engaging and giving back to the community.**

#### **POSITION DESCRIPTION**

The Executive Director of the Foundation reports to the Board of Directors and is responsible for leading fundraising efforts, oversees the day-to-day operations of the Foundation, oversight of Foundation programs, and serves as a primary spokesperson for the Foundation's mission and goals.

The Executive Director, working closely with the Board, is responsible for providing direction for all aspects of fundraising development including corporate, foundation and individual giving activities, recognition and cultivation of strategies, and development of a planned giving program. The Executive Director also leads and supports the Foundation Board members in fundraising responsibilities. In addition, the Executive Director provides guidance for the Board and other community organizations by keeping abreast of community issues and providing the opportunity to connect organizations and resources with emergent issues that require strategic direction, new skill sets or funding. This includes indicator projects, resource mapping and facilitation of community dialogue.

#### **RESPONSIBILITIES**

##### **Leadership and Management**

- Provide vision, leadership, inspiration and motivation to the organization's Board, staff, donors, volunteers and other supporters of the Foundation.
- Support identified community initiatives and planning by providing forums for discussion and documentation of community needs and the pursuit of resources to support these initiatives. A key example of this is the Community Profile development efforts including the Foundation, City of Livingston, Park County Commissioners and others.
- Develop and maintain appropriate systems to enhance organizational efficiency and capacity.
- Maintain active knowledge and awareness of community issues through meetings with local organizational leaders. Maintain Community Profile indicator project to objectively measure metrics reflecting community vitality.

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- Work with the Board to ensure that the Foundation develops and evolves in ways that are in compliance with national standards for community foundations developed by the Council on Foundations.
- Continue to foster the growth evolution of the Foundation into being recognized as the best example of a well-managed, not-for-profit entity in Park County and beyond.

**Strategic Planning**

- Work closely with the Board in developing and implementing strategic plans, with updates occurring at least bi-annually.
- Regularly report progress on strategic plan initiatives to the Board via a dashboard.

**Fundraising and Donor Development**

- With Board support, develop a strategic and feasible fundraising development plan with short and long-range goals and tactical initiatives, with appropriate metrics routinely monitored and reported to the Board.
- Assists with developing a strong infrastructure and support systems for effective fundraising (e.g., eTapestry database management).
- Develop capability within the Foundation to facilitate Planned Giving, including but not limited to Charitable Gift Annuities.
- Cultivate and use discretion to select and house Donor Advised Funds and Fiscal Sponsorships that add benefit to the community.
- Educate and motivate Board members and volunteers to participate in Foundation fundraising.
- Put in place a well thought-out Donor Relationship plan that recognizes Foundation donors as the most important client we have.
- Ensure there is a diversified fundraising plan and base from institutional and individual donors.
- Lead the effort to organize donor meetings and solicit Board-member participation.

**Grant Making**

- Assist the Board, Program Director and the Grants Committee in implementing, evaluating and refining the Foundation's annual grant making program.

**Community Outreach/ Friend Raising**

- Foster and build partnerships with community groups, service organizations, associated businesses, other foundations and individuals to further the objectives and the goals of the Foundation.
- Promote the visibility and mission of the Foundation by establishing and implementing a marketing plan, in conjunction with the Communications Committee of the Board, that uses multi-media to expand community knowledge of the foundation and its activities.

**Board, Staff and Volunteer Management**

- Assist with identifying and cultivating potential Foundation Board members and volunteers.
- Maintain quality relationships, educate, motivate and appreciate Board members and volunteers for their contributions.
- Establish clear and agreed upon employee development plans for all staff, including annual performance objective setting and annual performance reviews.

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**Financial Management**

- Ensure that sound financial practices and controls are developed and maintained.
- Prepare and manage Board approved Foundation budgets.
- Take action to ensure correct and proper stewardship of all invested funds, in conjunction with the Finance Committee and Investment Advisory Committee of the Board.

**Communication**

- Communicate regularly to the Board on the condition of the Foundation.
- Establish and maintain sound working relations with all the Foundation stakeholders, including the Board, staff, volunteers, donors, community members, media and related organizations.
- Maintain and enhance the Foundation's website in conjunction with the Communications Committee of the Board.
- Develop working relationships with and seek broad exposure of the Foundation through appropriate media.

**Qualifications**

- Self-starter who will communicate effectively, and maintain excellent relationships with the Board, staff, donors, supporters and community members.
- Strong strategic planning, leadership and interpersonal skills.
- Excellent fundraising experience and skills.
- Demonstrated experience in promoting community philanthropy and planned giving.
- Experience in facilitation and managing complex discussion forums.
- Ability to work collaboratively.
- Minimum 5 years leadership and management experience.
- Demonstrated knowledge and experience operating in the nonprofit sector.
- Commitment and passion for the Foundation mission.
- Excellent written and verbal communication skills.
- Community Foundation experience is an advantage.
- Subscribe to highly ethical standards for fundraising and donor relationship.
- Bachelor's degree required, advanced degree a plus.

**TO APPLY**

Please send Resumes and Cover Letters to Emily Post at [epetersyo@gmail.com](mailto:epetersyo@gmail.com); (406) 202-8201

Application review will begin October 5, 2018.