

# **COMMUNITY FOUNDATION OF UNION COUNTY, INC.**

P.O. BOX 608  
Marysville, Ohio 43040-0608  
Telephone: (937) 642-9618

## **JOB DESCRIPTION FOR THE EXECUTIVE DIRECTOR**

### **THE FOUNDATION**

A community foundation which receives, invests, and distributes funds for charitable, cultural, and educational purposes for the benefit of the citizens of Union County. The Foundation is governed by a Board of Trustees. Its objectives are:

- a. To build a perpetual endowment fund from which charitable grants will be made at the discretion of its board.
- b. To encourage donors to establish funds in the Foundation as a way to achieve their charitable objectives.
- c. To advance philanthropic activities in the area served by the Foundation.

### **POSITION**

Subject to policy direction and supervision of the Board of Trustees, the Executive Director is responsible for helping to develop and implement plans:

- a. To attract funds from donors.
- b. To create community awareness of the goals and objectives of the Foundation.
- c. To make charitable grants from the funds established by donors.
- d. To administer an office and manage the systems and personnel through which the above functions are achieved; maintenance of all financial records and accountability for funds received and grants administration.
- e. To invest and otherwise manage the funds and other assets of the Foundation under the supervision of the Investment Committee.

### **DESIRED SKILLS AND TALENTS**

- a. Effective communication skills, both written and oral.
- b. Ability to raise substantial funds from individuals, businesses, private foundations and other potential contributors.
- c. Strong administrative and organizational skills.

- d. Ability to work effectively with community leaders including executives of other charitable organizations.
- e. Capacity to determine community needs and to evaluate funding requests with patience, open-mindedness, mature judgment and imagination.
- f. Self-disciplined, self starting style, accustomed to working without supervision but capable of supervising and motivating others.
- g. A compelling commitment to the philanthropic sector generally and to the betterment of the community served by the Foundation.
- h. Ability to learn quickly and monitor foundation activities in a field of complex legislation and regulations.

## **EDUCATION, EXPERIENCE, BACKGROUND**

- a. College degree or equivalent, preferably with some emphasis on business administration or organizational management.
- b. Work in the management of an organization and in the development and implementation of plans and programs to achieve organizational objectives.
- c. Knowledge of the area to be served would be a plus.
- d. Knowledge and experience about community organizations and fund raising is desirable. The essential function of the Executive Director for such a Foundation is to continue to motivate the Board and other volunteers to carry forward an active development program and to interpret to the community the potential of the Foundation.

Skills and experience in organizational management, business and investment administration and fund development are, therefore, much desired in a candidate.

Qualified candidates might currently work in fields such as: A financial institution (e.g., trust officer), business management, administration of a social service, cultural or other public service organization, estate planning (e.g. CLU, attorney, CPA).

## **COMPENSATION**

Salary negotiable depending on individual experience and qualifications.