

Waterloo Community Foundation Job Description for Executive Director

GENERAL

The Executive Director serves the Waterloo Community Foundation and works with a volunteer Board of Directors to carry out the Foundation's mission which is to "provide a lean, straightforward, and transparent conduit vehicle to those who wish to contribute resources for the betterment of the greater Waterloo, Iowa community and its citizens."

ESSENTIAL JOB FUNCTIONS:

- **Operational Leadership:**

1. Oversees day-to-day operations including, but not limited to, finances (budgets, investments, audits, and asset custodians), risk management, administration, and asset development.
2. Monitors all financial affairs of the Foundation, per Board policy.
3. Implements and monitors all Board policies and processes and recommends changes, as needed.
4. Attends board and committee meetings, provides information and works with the Board President and committee chairs to align their work with overall foundation operations.
5. Maintains ongoing relationship between the Board, its legal team and other professional advisors.
6. Monitors issues that impact the Foundation's work such as donor intent, community needs, and legal requirements.
7. Supervises all staff members, monitors performance, encourages and provides staff development opportunities and conducts annual performance reviews.
8. Ensures compliance with National Standards for U.S. Community Foundations and other accreditation processes.
9. Builds and maintains relationships within the state and national community foundations system.
10. Ensures diversity and equity are reflected in all aspects of the Foundation's operations.

- **Strategic Planning:**

1. Works with the Board to develop, implement, monitor and communicate the strategic plan.
2. Develops goals, objectives and action plans that align with the strategic plan.
3. Monitors and responds to changes related to community needs.
4. Identifies and monitors new opportunities for growth and development.

- **Resource Development:**

1. Supervises Development Director.
2. Plans, develops, and implements continuing education events for professional advisors.
3. Supports and expands relationships with legal, accounting, investment, and other professional advisors.
4. Assists with engaging and stewarding existing donors.
5. Helps to identify, cultivate and solicit prospective donors.

6. Provides high quality donor services including delivery of accurate, timely donor fund statements, grantmaking services and education opportunities.
 7. Develops and monitors an asset development plan that includes a plan for on-going operational support.
- **Program Development:**
 1. Works with Board to explore, identify and evaluate charitable needs in the community.
 2. Reviews and updates grant-making priorities and policies.
 3. Develops initiatives to assure that the Foundation plays a vital role in improving the quality of life in Waterloo.
 4. Oversees grant programs in accordance with Foundation policy and procedures.
 5. Develops community partners and maintains relationships.
 - **Board Relations/Organizational Governance:**
 1. Works closely with the Board to inform members on all aspects of the Foundation's operations, philanthropic, and community issues.
 2. Supports the Chair, other officers and committee chairs in making recommendations and implementing policies.
 3. Measures community impact against organization's goals.
 4. Directs, coordinates, and supports all of the Foundation's functions, programs and services in accordance with the goals and policies established by the Board of Directors.
 5. Provides ongoing education to Board members on role of community foundations, local philanthropic landscape, and community issues.
 6. Coordinates the work and agendas of all Committees to ensure that the Board's goals and objectives are achieved.
 7. Works with the Board on the identification, recruitment, and training of new Board members.
 - **Communications/Public Relations:**
 1. Oversees the external functions of the Foundation including increasing charitable giving and strategic partnerships.
 2. Serves as chief spokesperson.
 3. Communicates the Foundation's missions and values to various constituencies.
 4. Oversees and implements the development of all Foundation communications.
 5. Participates in collaborative community building efforts.
 6. Ensures that diversity and inclusivity are embedded throughout the Foundation's operations.
 7. Plans and implements the 'Windows on Waterloo' classroom.

REQUIRED EDUCATION/SKILLS/ATTRIBUTES/EXPERIENCE/TRAINING:

- Bachelor's degree from an accredited college or university, plus the successful completion of various professional development courses is preferred.
- Highly respects and values diversity and inclusivity.
- A minimum of three years of senior level nonprofit organization experience is preferred.

- Proven track record of success in a leadership position overseeing operations of an organization or program with exposure to foundations.
- Ability to maintain solid relationships with staff, board, donors and community.
- Successful resource development, fundraising and philanthropy experience.
- Significant experience as a paid or volunteer leader at a non-profit organization.
- Solid knowledge of accounting, budgeting, financial management and marketing.
- Extensive experience in leading the process of ongoing strategic planning.
- Extensive experience in public speaking/public relations, networking, collaboration and building key relationships.
- Visionary and creative/critical thinker and writer; outstanding character.
- Dynamic interpersonal skills and a genuine enthusiasm and passion for the Waterloo community.
- Excellent oral and written communication; public relations skills and grant-writing abilities.
- An entrepreneurial spirit, preferably including experience developing and implementing public-private partnerships to achieve community-wide social and economic goals.
- Possess knowledge of current office management principles and technologies, methods and procedures and will have considerable knowledge of social media, websites and personal computer applications including word processing, spreadsheets, data bases, etc.
- Must have and maintain a valid U.S. state driver's license.
- Ability to work effectively, cooperatively and respectfully with the Board, staff, and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability.

The Waterloo Community Foundation does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.

Send cover letter and resume to: info@wloocommunityfoundation.org