



## **POSITION ANNOUNCEMENT**

### **EXECUTIVE DIRECTOR (FULL-TIME)**

For 15 years, the Story County Community Foundation (SCCF) has improved quality of life in our communities by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. The Story County Community Foundation facilitates and promotes private giving through the establishment of endowments, acts as a resource for nonprofit endowment building, and awards grants for the betterment of Story County.

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#### **PURPOSE OF POSITION**

The Executive Director is responsible for providing leadership to carry out the mission and vision for the Story County Community Foundation. The Executive Director is responsible for SCCF's fundraising and donor development, grantmaking programs, marketing, finance/operations and community leadership activities. This is accomplished in partnership with office staff and the SCCF Advisory Board of Directors. The Executive Director is an employee of the Community Foundation of Greater Des Moines and reports directly to SCCF's Advisory Board of Directors.

#### **CORE COMPETENCIES:**

Strategic Leadership | Fundraising & Relationship Building | Public Speaking | Results Focus & Initiative

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Education and Experience***

*Bachelor's degree and three or more years in executive director, fundraising or combined experience. Knowledge of planned giving and major gift solicitation is preferred. Demonstrated ability to raise substantial funds from individuals, businesses, private foundations and other potential contributors is highly desired. Proven ability to manage multiple projects and tasks simultaneously and work both independently and in a team environment. Experience with providing outstanding customer service and problem-solving skills desired.*

#### ***Salary and Work Conditions***

Salary is negotiable. Work is largely performed in Story County and the SCCF office is located in Ames. Residing in Story County is required. Meetings are often held in other communities and outside of "regular (8-5)" business hours. Travel may be as much as 10% of the time, with minimal overnight travel required.

#### **APPLICATION PROCESS**

The position will be filled as soon as a qualified candidate is identified. Interested applicants should submit their cover letter and resume to Sunni Kamp at [skamp@storycountyfoundation.org](mailto:skamp@storycountyfoundation.org).

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.