

**POPE COUNTY ARKANSAS COMMUNITY FOUNDATION
JOB DESCRIPTION**

Job Title:	Pope County Community Foundation Executive Director
Employed by:	Foundation President/CEO
Responsible to:	Foundation President/CEO
Immediate Supervisor:	Affiliate Officer
Status:	Part-time exempt employee
Administers:	Local Community Foundation Office
Purpose:	To represent and lead the local Community Foundation effort in developing local board leadership, strategically investing charitable assets in the local community, developing charitable assets, and promoting the mission and message of the Foundation.

Principal Responsibilities:

I. Board Leadership

- Orient, educate, and engage local board members through regular communication, local board meetings, committee work, and one-on-one meetings
- Ensure that an effective board nomination and selection process is in place
- Provide initial new board member training before the first board meeting and prior to the formal board orientation session in the central office
- Prepare for, convene, and facilitate local board meetings efficiently and effectively, utilizing board members' time and attention
- Lead the local board in developing an effective committee structure supporting and monitoring committee activity
- Provide regular and continuing board member education with assistance provided by the central office as needed

II. Community Leadership and Grantmaking/Community Investment

- Lead board to identify opportunities, challenges, and needs of the community and on strategic grantmaking
- Lead affiliate grantmaking effort to ensure the greatest impact for the local community
- Ensure that an effective grant (or scholarship) selection committee is in place for each grant cycle
- Schedule and lead site visits to grantee organizations
- Ensure grantee reports are received and reviewed as needed
- Know the local funds, encourage donor-directed grantmaking, and present grantmaking opportunities to local fund holders when appropriate
- Be alert to and present proactive grantmaking opportunities to the board

- Build knowledge of and relationships with local nonprofits, grantees, other foundations, and local government

III. Fund Development

- Lead affiliate fund development effort by educating the local board and engaging them in relationship building and door opening
- Build knowledge of and relationships with key audiences:
 - Local businesses and corporations
 - Local potential donors
 - Past and present local and state board members
 - Local professional advisors
- Conduct presentations and personal visits with prospective and current donors

IV. Brand Awareness

- Educate the community about who the Community Foundation is and what we do
- Work with central office communications staff to develop a local affiliate outreach plan
- Represent the Community Foundation by proactively seeking opportunities to speak to civic clubs and associations about our work
- Work with board members to identify key influencers in the community and seek opportunities to meet with them to share the Community Foundation's story
- Distribute news releases and create publicity plans to notify the community about new funds and endowments, scholarship opportunities, grant opportunities, and other news items
- Create opportunities to bring our work to life by hosting donor/grantee events, site visits, and other activities that engage our key stakeholders
- Maintain a contact list of key stakeholders (including current and potential donors, local nonprofits, community leaders, media, etc.) and create regular touchpoints with these audiences (for example, through personal notes, newsletters, e-newsletters, social media, and other targeted outreach)
- Work with central office communications staff to maintain affiliate webpage
- Adhere to the organization's brand standards and train board members to use key messages

V. Requirements

- Excellent oral, written, and interpersonal communication skills
- Experience in philanthropic, community development, or nonprofit experience preferred
- Proficient in basic computer skills including regularly receiving and sending email, reading, and sending email attachments, and using Microsoft Office Suite applications especially Excel, Word, and SharePoint

- Ability and willingness to use online apps for regular administrative activities such as procurement, human resources (e.g., performance evaluations, leave time tracking), and other administrative functions
- Must have a personal smartphone that meets minimum operating system and storage requirements necessary for app usage and two-factor authentication. A \$50 monthly stipend is provided to support this requirement
- Able to prioritize, develop, and implement independent work plan, creatively solve problems, and exercise good judgment
- Flexibility and ability to adjust activities and priorities and take on new responsibilities
- Discreet and impeccable moral and ethical conduct
- Attendance at staff orientation, quarterly training, and all other required training sessions, both locally and at the central office
- Maintain local public office space and be able to be reached by phone during regularly scheduled hours