

**SOUTHEAST ARKANSAS COMMUNITY FOUNDATION
JOB DESCRIPTION**

Job Title: Southeast Arkansas Community Foundation Executive Director

Employed by: Arkansas Community Foundation President/CEO

Responsible to: Arkansas Community 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 prior to the first board meeting and prior to formal board orientation session in central office
- Prepare for, convene and facilitate local board meetings efficiently and effectively utilizing board members' time and attention
- Lead local board in developing effective committee structure and propel and monitor committee activity
- Provide regular and continuing board member education with assistance provided by central office as needed

II. Community Leadership and Grantmaking/Community Investment

- Educate board at large on the opportunities, challenges and needs of the community and on strategic grantmaking including, but not limited to, venture philanthropy
- 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
- 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
 - local businesses and corporations
 - local 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

- Commitment to the mission and work of the Arkansas Community Foundation
- Excellent oral, written and interpersonal communication skills
- Bachelor's degree and philanthropic, community development or nonprofit experience preferred
- Proficient in Microsoft Office computer software products and the ability and willingness to learn specialized software
- Able to prioritize, develop, and implement independent work plan, creatively problem solve, 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 and all 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