The Executive Director (ED) is hired by, reports to and is evaluated by the Board of Trustees. The ED is responsible for all aspects of the Community Foundation of Washington County (CFWC) including development, public relations, philanthropic services, financial management, grant making and administration, with oversight and direction from the Board. The Executive Director works in partnership with the Board, fund holders, staff and other foundations, agencies and the community-at-large to further the goals and objectives of the Foundation. Other job duties include, but are not limited to, the following:

**Administration & Fiscal Management**
- Directs the day-to-day operations of the CFWC.
- Assures that appropriate internal financial controls are employed.
- Maintains best practices in the field in accordance with the National Standards for U.S. Community Foundations.
- Recruits, trains and reviews a qualified professional staff.
- Prepares and implements Board approved annual budget.
- Remains current on all tax and legislative rulings, laws, trends, or policies related to community foundations and the nonprofit environment.

**Asset Development**
- Builds and maintains relationships with donors, prospective donors and other key individuals who have an integral role in shaping the Foundation.
- Actively seeks to increase the assets and strengthen the impact of the CFWC in meeting charitable needs within the CFWC service area.
- Attends professional development conferences and workshops related to the Foundation’s work
- Builds the capacity of donors and prospective donors to strengthen their knowledge of their philanthropic role.

**Board Liaison**
- Works with the Board to develop and implement short and long-term strategies and goals and keeps the Board informed of the Foundation’s progress toward achieving its goals.
- Provides for development, implementation and regular review of policies, programs, and procedures to assure growth of the CFWC.
- Develops and maintains open communication among donors, Board and staff.
- Works as a team with the Chairman and/or Executive Committee in implementing Board decisions.
- Assists the Chairman in planning and preparing Board agendas, including the planning, preparation and distribution of all materials related to committee meetings and Board meetings.
- Implements and coordinates a board orientation, and provides regular board education.
- Assists in organizing and coordinating the work of the Board including audit procedure, committee meetings, and fiscal oversight.
- Provides the Board with complete, accurate and timely reports.

**Community Liaison**
- Represents and serves as spokesperson for the CFWC.
- Develops necessary materials for publicity including social media, periodic newsletters, annual reports and resource materials for special constituencies.
- Maintains and updates CFWC website.
- Cooperates and regularly communicates with relevant stakeholders to promote understanding and support of the Foundation’s role.
- Administers the CFWC’s grant policies and procedures as established by the Board.
- Evaluates programs and recommends modifications and improvements.
- Initiates or cooperates in joint ventures with other nonprofits to identify potential opportunities to leverage resources.
- Maintains an awareness of the needs and interests of the service area as they relate to the mission of the CFWC.
- Cultivates relationships with area professional financial and legal advisors and promotes the CFWC as a resource to them.

**Desired Skills and Characteristics:**
- Excellent written and oral communications skills.
- Able to balance and coordinate multiple responsibilities.
- Strategic planning skills preferred.
- Energetic and passionate about making a positive difference for people and communities.
- Self-motivated with the ability to be agile and flexible.
- Demonstrated track record of strong management and leadership skills.
- Able to work across differences and understand the importance of diverse voices.

**Education, Experience and Background:**
- Bachelor’s degree required
- Master’s degree preferred
- Supervisory experience required
- Experience working with the Washington County community or other communities is preferred but not required
- Prior asset development experience
- Experience managing large budgets
- Proficiency with QuickBooks for Nonprofits, fund accounting and other related business software