

Executive Director
The Community Foundation for Carver County
Posted March 26, 2010

The Community Foundation for Carver County is seeking an Executive Director in a part-time contractual role to build and promote accessible, effective and local philanthropy in Carver County under the direction of its twelve Board of Directors. This position could build into a full-time position over time.

Who We Are:

Founded in 2004, The Community Foundation for Carver County connects donors and their charitable interests and resources with local needs. We do this by managing and investing a variety of charitable funds that individuals, families and organizations have established with us. From those funds, grants and scholarships are distributed to address local needs and priorities. We enable donors with philanthropic interests to easily and effectively support the issues they care about — immediately or through their will or estate plan.

We go beyond simply making grants that advance charitable activities in our community: we also identify current and emerging issues, we stimulate resources to address those needs and we help our community prepare for the future. We plant the seeds to shade future generations.

To learn more about the Foundation, please visit www.carvercountyfoundation.org.

To Apply: Send your cover letter, resume and three references to:

Bob Roepke, Board Chair
TCFCC
P.O. Box 468
Chanhassen, MN 55317
or
info@carvercountyfoundation.org

Deadline for Application: Monday, April 19th 2010

General Agreement Specifications:

Leadership:

- Maintains the highest level of personal and professional growth, motivation and performance with each staff member and Foundation Board members.
- Proactively brings professional guidance and recommendations to the Board of Directors in matters related to objectives, policies, and long term strategic planning. In decisions requiring the approval of the Board, where members may be at odds, acts as a catalyst for consensus and an advocate for agreement.
- Provides the Foundation Board with complete, accurate and timely reports, data, and supporting information to enable them to carry out their responsibilities. Ensures that all reports provided by professional advisors in matters related to audits and financial

reporting, legal counsel, public relations, and other consultants are provided to the Foundation Board.

- Develops collaborations and partnerships within the county.
- Directs the planning, preparation of all materials including agendas and meeting minutes and physical arrangements for meetings of the Board to provide for an efficient and comfortable meeting. Ensures that the minutes of meetings are delivered to all members of the Board. Attends all Board meetings in an ex-officio capacity.
- Seeks the commitment of each member of the Foundation Board by encouraging the full participation and cooperation of all members in open, clear, focused and creative discussion of issues facing the Foundation and the county. Provides background information, definition and alternatives.
- Confers regularly with Members of the Board to keep them informed of challenges, progress, activities and emerging community issues.
- Ensures the timely implementation of Board policies and procedures.
- Ensures an open flow of communication with the board on all policy-level matters within the Foundation.
- Ability to identify and use resources that are currently available.

Fundraising & Public Relations:

- Continually strives to build and maintain relationships between the Foundation and the current /potential donors.
- Represents the Foundation and participates in meeting with the general public, community groups, local businesses and civic leaders and other charitable organizations.
- Organize programs, meetings and seminars which keep the professional community advised of the activities and services of the Foundation.
- Actively seeks out opportunities to speak for the Foundation before groups and in situations where the interests of the Foundation can be furthered.
- Carries out the public relations mission of the Foundation as defined by the Foundation Board including publicity and publications, press releases and reports. Writes articles and other written materials to promote the Foundation locally and beyond.
- Serves as the official spokesperson to the general public, media, and other organizations.
- Demonstrates grant writing capabilities.
- Coordinate solicitation plans for the Foundation Board, and donors to approach individuals, corporations and nonprofit organizations.
- Cultivates donors and encourages philanthropy within Carver County.

Management:

- Manages the establishment and oversight of appropriate procedures as may be required to implement policies and practices adopted by the Foundation Board.
- Provides for the maintenance of full, complete and accurate records required for the efficient operation of the Foundation. Safeguards the integrity of all records through regular reviews, audits and comparison with best practices.
- Evaluates the assets of the Foundation on a regular basis. Provides procedures to ensure appropriate security.

- Oversees the development and implementation of the administrative budget. Works in concert with the Treasurer.
- Attracts hires, motivates, trains, develops and supervises staff or contractors as acquired or as needed.

Grant making:

- Maintains an awareness of the needs and interests of the service area as they relate to the mission of the Foundation.
- Communicates the mission of the Foundation and procedures followed by the Foundation in making grants through publications, public meetings and other community forums.
- Directs the grant making function of the Foundation under the direction of the Foundation Board.
- Proactively seeks partnerships with private and corporate foundations of specific community initiatives.

Desired Experience, Education, Skills and Knowledge:

- Leadership experience in management, policy development, asset development, donor relations, grant making, or related field.
- Bachelor of Arts or Science degree as a minimum requirement.
- Demonstrated commitment to community service.
- Substantial experience in working in a positive relationship with volunteer Boards or committees to accomplish common goals.
- Excellent written and oral communication skills, including experience in public speaking to a variety of audiences.
- Integrity, creativity, very strong listening skills, ability to problem solve and a high level of energy.
- Community Foundation experience preferred
- Willing to engage in Carver County Community.
- Ability to learn or acquire knowledge of the law and regulations relative to the field of community foundations.
- Ability to learn or acquire knowledge of planned giving and fundraising.