

Position: Executive Director, Helena Area Community Foundation

Description of Position:

The Executive Director (ED) is a part-time, flexible 0.5 FTE position responsible for management, promotion, and growth of the Helena Area Community Foundation. The ED is responsible for providing support and leadership to the Board of Directors, building the Foundation into a viable, regional community foundation, and leading development of operational and endowed funds. Salary is \$1,750 per month.

The ED works closely with the Board to develop and implement the Foundation's strategic direction; manage donor relations; create and implement fundraising and marketing plans; administer an annual competitive grants programs; engage with and foster collaboration for local nonprofit organizations; plan and administer an annual donor appreciation event; oversee the Foundation's budget and oversee basic office operations.

This position is open until filled. To be considered for the first round of interviews, applications must be received by 7/19/2017. Please submit a cover letter, resume, and three references via email to helenaareacf@gmail.com, or via regular mail to: Helena Area Community Foundation, ATTN: Executive Director Position, PO Box 92, Helena MT 59624. Questions should be directed to the above email address.

Reports To: Foundation President, and the Board of Directors.

Primary Duties and Responsibilities:

Development and Marketing

- Manage and lead the annual Give Local event.
- Actively seek to increase the Foundation's assets, and with the Board, raise the resources necessary to implement the Foundation's goals as identified in its strategic planning.
- Develop and implement an annual fundraising plan, based on the Board's funding model, to maximize asset development and donor relations.
- Develop and implement a communications and marketing plan to raise community awareness about the Foundation.
- Actively seek opportunities to speak about the Foundation to donors, prospects and community groups.
- Prepare news releases, social media postings and other marketing collateral needed to increase public awareness of the Foundation, its programs and services.
- Work with Board members and volunteers on all event planning;

Community Relations and Outreach

- Serve as a professional representative of the Foundation to the public.

- Work with the Board in their efforts to build and maintain relationships with the area's nonprofit community, local stakeholders, businesses, local government and others who share the Foundation's mission and values.
- Build partnerships to accomplish projects consistent with the Foundation's mission and benefit the communities it serves.
- Maintain working knowledge of the greater Helena community and foundation / non-profit industry trends and best practices.
- Participate as needed in trainings and meetings.

Board Relations

- Work with the Board President and committee chairs to schedule and plan meetings, prepare agendas, reports, and accompanying materials, and arrange for appropriate meeting facilities.
- Work with the board to develop the organizational strategic plan and develop and implement operational strategies to meet goals.
- Assist the Board with orientation for all new Board members and other training as appropriate.

Finance and Operations

- Assist Finance Committee in preparing an annual budget and monitor performance against budget on an ongoing basis.
- Maintain financial and office records, files, and financial and governing documents as requested by the Board.
- Ensure gifts and financial transactions are handled promptly and accurately.
- Assure compliance with the Foundation's policies and procedures.
- Promote active and broad participation by volunteers as appropriate to assist the Board in the Foundation's work.

Program

- Develop and implement programmatic strategies to meet organizational strategic goals; specifically, work with the Grant Committee to administer the Foundation's competitive grants program.