

The Executive Director of the Woodbury Community Foundation is its inspirational leader, its CEO and chief operating officer, reporting to the Foundation Board and supervising the staff of the Foundation.

### **General Responsibilities**

The Executive Director personally leads efforts and motivating volunteers to be actively engaged in the planning, implementation and evaluation of the Foundation's fundraising, development, fund investment and grant-making. The Executive Director embodies the Foundation's focus on gathering people of dissimilar interests to focus on efforts that advance the quality of life in Woodbury.

The Executive Director interprets and exemplifies the mission, vision and guiding principles of the Foundation to the community. She or he collaborates with Board and Committee members and other community volunteers to advance the Foundation's strategic plans.

### **Specific Responsibilities**

#### *Fundraising*

- Provide enthusiastic leadership in developing and directing fundraising programs for the Foundation including the following components:
  - Relationship-building and long-range cultivation and solicitation of prospects in partnership with Board and Committee members
  - Annual, capital and planned giving campaigns
  - Deferred gifts through income trusts and bequests and estate planning
  - Fundraising events
- Accept gifts and manage a system to record, receipt and acknowledge all gifts that inspires confidence in and demonstrates our gratitude for donors. Consult with appropriate Foundation committees concerning gifts of an unusual nature.
- Ensure that gifts are used according to donor restrictions, consistent with the Foundation's fiscal policies.

#### *Planning and Program Implementation*

- Guide the Foundation Board in its annual strategic planning.

- Recommend objectives and plans for implementation including well-defined roles and expectations for the Board of Directors and other community volunteers.
- Identify and track metrics for outcomes derived from the strategic plan.

*Public and Community Relations*

- With support from volunteers and other community resources, effectively direct the Foundation's public relations activities; produce an annual report to the community.
- Serve as the primary spokesperson and cheerleader for the Foundation.
- Initiate meetings with other individuals and organizations to foster collaborative community initiatives.
- Adhere to the highest ethical principles and practices.

*Administration and Oversight*

- Prepare an annual budget for approval by the Foundation Board.
- Facilitate the Board's Finance and Audit Committee in production of an annual financial review or audit and the filing of necessary state and federal reports.
- Oversee the professional management and investment of funds with a Board committee.
- Oversee grant-making activities with a Board designed system. Evaluate the impact of grants provided to community organizations.
- Submit financial and investment information in an up-to-date and organized fashion to the Board and to donor fund owners.
- Recruit, hire, *inspire*, supervise and evaluate staff.
- Annually review policies and procedures with the Board, identifying needs for updating.
- Maintain all organization records in a safe, organized and readily retrievable manner.
- Participate in local, regional and national affinity groups.

### *Governance*

- Partner with the Board Chair and appropriate officers and committees to:
  - Develop programs for Board education in areas of fundraising, grant-making priorities, Foundation governance and management issues affecting the philanthropic community.
  - Support Board committee chairs and officers in fulfilling their duties.
  - Conduct periodic evaluations of Board effectiveness in serving its governance roles
  - Identify prospective future Board members

### **Knowledge, Skills and Abilities**

The successful candidate will display a record of success in fostering a culture of philanthropy in community-based organizations. Advancement in leadership and accomplishment with a proven track record of fundraising success are desirable. Successful campaign planning/execution, major gift solicitation, and philanthropy leadership are necessary.

Keen leadership, collaboration and team building capabilities are essential. He or she will demonstrate solicitation of numerous major gifts, and a history of fundraising success.

Exemplary emotional intelligence, communication and presentation skills, and interpersonal abilities are essential. The ability to effectively identify prospective donors' passions and to match those with giving opportunities is key to success.

### **Education and Experience**

A bachelor's degree is required, preferably in philanthropy, business, marketing, public relations, communication or related disciplines. CFRE certification is a plus. A three to five-year record of progressively-responsible and successful fundraising management is preferred. Experience as a senior level professional is desirable, including successful experience developing integrated fundraising programs and strategic planning.

### **Inquiries**

Inquiries, nominations and applications may be directed in confidence to:

Roger Green, Vice-Chair  
Woodbury Community Foundation  
10040 City Walk Drive  
Woodbury, MN 55129

Or via email to [woodburyfoundation@gmail.com](mailto:woodburyfoundation@gmail.com)