



Chief Executive Officer Job Description

General Qualifications of Chief Executive Officer

Education

A Bachelor's Degree majoring in business, marketing, communications, or a related field is preferred.

Experience

A minimum of five years' experience in marketing, public relations, sales and/or fundraising is required. Development or volunteer experience with a non-profit organization is helpful.

Skills

- Strong public relations skills
- Ability to cultivate fund development opportunities
- Management and administrative experience of staff and volunteers
- Proven organizational/strategic planning capabilities
- General knowledge of investments and financial matters including budgeting and review of financial statements
- Ability to visualize and describe the goals of a multi-faceted organization, to integrate own work with the work of others, to develop and coordinate work procedures to attain results within broad guidelines
- Effective oral and written communication

Personal Attributes

- **Effort and Initiative:** Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of department functions. Familiarity with Portage and Waushara County communities and Central Wisconsin. Passion for community building.
- **Professional/Technical Competence:** Realistic knowledge and competence of the field and applies up-to-date technical/professional principles, practices, and standards appropriate to the functions of the department; acts as a resource person upon whom others can draw; professional demeanor maintained on a consistent basis.
- **Innovation and Creativity:** Displays original and novel thought in creative efforts to improve on the status quo.
- **Objectivity:** Assesses issues, problems and decision situations based on the merits of the case presented in collaboration with the Board of Directors; personal loyalties, biases. Staff decisions are made based on equal opportunity and objective job-related criteria.
- **Integrity & Confidentiality:** Through successful performance, instills the feeling of trust and dependability.
- **Flexibility:** Adapts well to change, both internally and externally.

Specific Responsibilities

The Chief Executive Officer provides professional leadership and direction to the Foundation by assisting the Officers and Directors in maintaining an effective and viable organization. The Chief Executive Officer is responsible for the administration of Board policies and plans for the day to day operation of the Foundation.

A. Public Relations and Foundation Development, Grants and Program Management

The Chief Executive Officer shall report directly to the Board of Directors and shall:

1. Represent and serve as spokesperson for the Foundation. Host, coordinate, and innovate foundation public events to ensure event success via high attendance, participation, and donations.
2. Develop and maintain a working knowledge of the laws and regulations associated with community foundations. Work with legal counsel, accountants, and financial managers to enhance the operations and progress of the Foundation as well as to ensure compliance with federal and state regulations.
3. Identify and cultivate fund development opportunities for the Community Foundation with individuals and organizations in Portage and Waushara Counties. Represent the Foundation in planning, development, and resource mobilization efforts in collaboration with other groups as approved by the Board of Directors.
4. Administer the Foundation's grant policies and procedures as established by the Board and Grants Committee of the Board.
5. Develop and update fund charters.
6. Maintain an awareness of community needs and interests as they relate to the Foundation goals.
7. Maintain contact with other organizations as appropriate in relation to the Foundation's programs and goals.
8. Pursue a working relationship with other foundations.
9. Maintain external contacts that involve an ongoing requirement to build and maintain working relationships with funders (including contributors, donors and other nonprofit organizations), trade allies and other organizations within the community that can have a significant impact on the success of the Foundation.
10. Attend professional development conferences and workshops related to Foundation work, with Executive Committee approval.

B. Board and Committee Support

1. Develops and achieve short and long-range foundation goals; sets appropriate priorities of needs and resulting services to be provided; anticipate and prepare for future requirements and devise contingencies; devises realistic plans
2. Conduct and establish a process of onboarding new board members through effective orientation and personal meetings; solicit feedback from board members and determine areas of improvement as needed.

3. Work with staff to prepare the Board agenda and provide reports under the direction of the President and supply the necessary background information, and clarification of issues as needed by the presiding officer.
4. Attend Board of Directors' meetings and Executive Committee meetings in a non-voting capacity, serving as a consultant and resource person. This includes preparing activity summaries, briefing the members on project status and new initiatives, and securing their assistance in program planning or resource mobilization efforts.
5. Serve as a consultant to all Board committees, direct the preparation of materials required by the committees; coordinate the work of committees to avoid overlap, and identify gaps in the progress toward accomplishment of goals.
6. Maintain the security of confidential information within the Foundation.
7. Recruit, train and supervise volunteers. Structure volunteer programs and supervise the recognition of their contributions.

C. Fiscal Management

1. Administer the fiscal policies and procedures as developed by the Board and advise the Board of problems and/or needed changes in policy.
2. Ensure that the foundation receives full return on investment of third-party managing partner. Evaluate processes and initiatives as presented by firm. Conduct reviews of firm. Use firms as partnered resource to gain benchmark practices to accomplish foundation's mission and vision.
3. Prepare an annual operating and capital budget for recommendation to the Board of Directors and subsequently adheres to it. Utilize finances, budgets, facilities, equipment, materials, and products to minimize costs. Actively practices cost containment.
4. In conjunction with the treasurer, supervise operations of the accounting system and all financial records. Manage and coordinate internal audits with 3rd party auditing firm. Ensure audit requirements are met with little to no gaps. Understand audit deficiencies and communicate findings to the board in an effective and thorough manner.
5. Ensure that liability risk exposures are identified and treated when proposing new programs and services. Evaluate and monitor established programs and services to identify areas which need revision due to changes in operation, legislation, policies and procedures. Implement changes where needed to facilitate favorable loss experience.
6. Grow the Foundation through the implementation of the development plan in partnership with the Development Committee.

D. Staff

1. Develop and lead the staff towards achieving strategic goals. Manage staff operations according to the Board policies and approved budget.
2. Assume responsibility for recruitment, employment, evaluation, and release of staff. Make assignments and develop position descriptions with the approval of the Executive Committee. Provide training and development opportunities for staff when appropriate.

3. In conjunction with the Board, provide regular and timely feedback to staff regarding professional performance and development, and conduct an annual performance evaluation. Administer human resources policies and procedures, establish salaries, and maintain record keeping.
4. Provide staffing recommendations to Board of Directors as appropriate, make staffing decisions, coordinate with payroll administrator, and supervise staff hours.
5. Coordinate and collaborate with staff and board members. Build group cohesiveness and pride. Encourages cooperation. Foster and practice good communication. Recognize and reward employee and team accomplishments and contributions. Share success and rewards. Manage conflict.
6. Establish an effective cross-training/contingency and succession plan ensuring coverage gaps are addressed through stretch assignments or training plans. Maintain a challenging environment for career development.

Compensation

The Chief Executive Officer will be compensated based on market data and commensurate with experience. The position is full-time (40 or more hours per week) and includes contributions toward benefits. The Chief Executive Officer will report mainly to the Stevens Point office with occasional travel to Waushara County. Occasional night and weekend work may be required. The Executive Committee will meet no later than March 1st of each year for the purpose of developing recommendations for any changes in compensation for the Chief Executive Officer. The committee will consider the following items when developing its recommendations:

- Performance review
- Budget considerations
- Incentives
- Market compensation data
- Cost of living and inflation information

Vacations and Other Absences

The Chief Executive Officer shall have four weeks paid vacation and other absences, including personal and sick leave, per fiscal year. Additional requests for personal or sick leave (paid or unpaid) due to unusual or unique circumstances shall be at the discretion of the Board of Directors. The Executive Director shall also continue to be compensated at regular salary if called for service as a juror.

Up to five days of unused vacation and other absences may be carried over into the next fiscal year.

Holidays

The Executive Director shall have the following paid Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.