



Foundation Executive Director

Team/Program: Foundation

FLSA Status: Exempt

Reports To: CEO

Revision Date:

Purpose:

The Foundation Director is responsible for the cultivation, stewardship and recognition of philanthropic gifts to the Foundation and Operations and for attaining the goals set by the Foundation's strategic plan. Specific emphasis is placed on growing planned giving and major giving programs. The Foundation Director is the face of the foundation, builds and maintains long-term relationship with key donors and potential donors.

Responsibilities:

- Raises money and cultivates other resources to meet current and future needs in alignment with the organization's mission.
- Provides attention and oversight to fundraising efforts that result in meeting or exceeding annual budgeted fundraising expectations.
- Develops, plans and attends fundraising events.
- Oversees the distribution of foundation resources
- Develops, leads and evaluates the Foundation's initiatives.
- Collaborates with others in the community to increase and maintain the Foundation's visibility.
- Evaluates the effectiveness of past programs fundraising efforts and drives strategy for future fundraising efforts.
- Establishing and implementing the infrastructure needed to grow the Foundation through the solicitation of major gifts, annual giving, memorial giving, grants, special events and corporate and Foundation support.
- Works closely with the Board of Trustees and support board members in an active fundraising role.
- Supervises the Foundation staff and is responsible to lead and grow a high functioning team.
- Provides leadership for external relationship building with a variety of constituencies and stakeholders.
- Attends community events that may not be related to the Foundation directly to demonstrate the Foundation's role within the community and to help ensure that others will attend the Foundation's events.
- Responsible for exuding a collaborative leadership example that will encourage cooperation and good working relationships within staff, within the board of trustees and in the community.
- Maintains knowledge of professional principles and practices for donor development of multiple target audiences.
- Supervises systemic efforts to identify, solicit, and steward gifts from current and prospective donors.
- Retains and increases gifts of annual donors.
- Manages annual and special campaigns, corporate and Foundation support, major and planned giving.
- Prospects by making personal calls to donors and their financial advisors year round to ensure a growing base of support.
- Ensures that all donors receive appropriate, consistent recognition and an accounting of the impact that their gifts have on the community.
- Develops strategies and approaches to generate high levels of giving.
- Maintains and enhances the credibility of the organization.
- Prepares and delivers speeches and presentations.
- Acts as a goodwill ambassador.
- Creates marketing strategies to meet organization goals.

- Demonstrates knowledge of current leadership and supervisory principles and practices with strong human relations skills and experience in a team setting.
- Demonstrates knowledge of continuous quality improvement environments and techniques.
- Develops and maintains business relationships including confident public and professional contacts and group presentation skills.
- Demonstrates ability to handle multiple priorities in an organized manner, make timely decisions, and exercise sound independent judgment.
- Evaluates people and provides an environment that motivates others.

Qualifications:

- Bachelor's Degree in relevant field
- At least 5 years relevant experience
- At least 3 years' experience in a leadership position
- Certified Fund Raising Executive (CFRE) designation by the Association of Fundraising Professionals preferred or the ability to obtain designation
- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and exercise sound decision-making
- Strong keyboarding and computer skills with the ability to learn work-related software
- Working knowledge of Microsoft Office, including Word, Excel and Outlook
- Current Iowa driver's license and auto liability insurance
- Successful completion of pre-employment physical, drug screen, 2-step TB test and background check

Working Conditions:

- Physical requirements: Sedentary work exerting up to 10 pounds occasionally, and/or a small amount of force frequently to move objects, including the human body
- Environment: Work is primarily performed in a climate controlled environment with minimal safety/health hazard potential
- Time: Ability to be flexible with a varying schedule and programmatic requirements, including some work in the evenings and weekends
- Travel: Required between locations

These characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all-inclusive. You may be required to perform other duties to meet the on-going needs of the organization.

HCI Care Services and VNS of Iowa is an equal opportunity employer. Employment practices are implemented without regard to race, creed, color, sex (including pregnancy), sexual orientation, gender identity, citizenship, national origin, religion, veteran status, genetic information or on the basis of age or physical or mental disability unrelated to ability to perform the work required.