TUCKER COMMUNITY FOUNDATION

Position Description

Job Title: Executive Director

Reports To: Board of Directors

Classification: Exempt

Position Summary:

Manages day-to-day operations of the Tucker Community Foundation. Works with the Board of Directors to develop policies for Tucker Community Foundation and implements plans to meet Tucker Community Foundation’s goals and objectives.

Essential Functions:

Manages Tucker Community Foundation’s day-to-day activities, operations and staff. This includes but is not limited to management activities such as recruiting/selecting new employees; directing/coordinating employee activities; assigning/reviewing work and evaluating employee performance; setting compensation within the approved ranges and operating budget; training/developing employees and disciplining/terminating employees as necessary; and administrative tasks to ensure that the Tucker Community Foundation is operating efficiently and within its mission.

Works with the Board of Directors to develop policies that create the parameters within which the Tucker Community Foundation staff functions. Creates procedures for staff and volunteers to implement.

Guides the Board of Directors and committees to carry forward active programs that have ever-increasing impact in the community and interprets Tucker Community Foundation’s potential to the community at-large.

Performs a variety of public and donor-relations activities, including organizing and participating in Tucker Community Foundation events and community awareness initiatives, meeting with current and prospective donors, and consulting with nonprofit organizations on building their Community Foundation-held funds.

Attends standing committee meetings, ensures that committee activities are coordinated, and staff support is provided. Makes sure committees are working toward the goals outlined in the strategic plan.

With the Board of Directors, develops and implements Tucker Community Foundation’s strategic plan. Establishes, prioritizes and communicates appropriate objectives to staff, the community, Board of Directors and volunteers to support Tucker Community Foundation’s strategic goals.

Provides strategic leadership in obtaining community support for the Tucker Community Foundation and its initiatives. Actively participates in community activities and consortia to create synergy among Tucker Community Foundation, nonprofits, donors and community leaders.

Serves as ex officio member of the Board of Directors.

Supervisory Functions

Position has the responsibility for efficiently and effectively supervising, leading and motivating Tucker Community Foundation’s staff and volunteers.
Executive Director  
Position Description  
Page 2 of 3

**Education and Experience**

Formal Education:

Bachelor's degree in a related discipline or an equivalent combination of training and experience.

Prior Work Experience:

Skills and abilities such as those which would normally be acquired through at least 5 to 10 years of work experience with community foundations, grantmaking and fundraising organizations, or in a related field.

**Qualifications/Skills/Abilities:**

Commitment to Tucker Community Foundation’s mission.

Extensive knowledge and understanding of community foundations and/or the ability and commitment to develop expertise in this area within 6 months of employment.

Extensive knowledge and understanding of financial investments, planned giving, fundraising, grant making, strategic planning, budgets, and internal accounting systems.

Ability to effectively lead staff and volunteers and to successfully work with and for a rotating volunteer Board of Directors, which is usually acquired through several years of prior experience in positions of leadership.

Superior verbal and written communication skills. Excellent listening and comprehension skills. Ability to effectively express self both verbally and in writing in a clear and articulate manner. Ability and willingness to prepare effective and professional presentations and to speak in public to small and large groups of people. Ability to develop well-written, concise and grammatically correct reports and correspondence.

Ability to effectively and professionally represent and interpret the Tucker Community Foundation and its initiatives to current and potential donors and the community at large.

Ability and willingness to maintain confidentiality of all matters pertaining to Tucker Community Foundation, its donors and their financial situations, and the financial standing of Tucker Community.

Proficiency in the use of personal computers, including word processing, spreadsheet and database applications.

Access to a reliable means of transportation that enables attendance at various meetings within and outside of the area.

**Communication with Others**

*Internal Contact:*

Extensive ability to lead, negotiate, persuade or present issues to others through the Tucker Community Foundation to influence or gain cooperation and acceptance of ideas and actions.

*External Contacts:*
Extensive contact with the public providing high levels of customer service to constituents in the community.

**Problem Solving/Decision Making**

*Problem Solving:*

Work is diversified and complex, resulting in problems, which are not readily apparent with symptoms that may be vague and facts that may be incomplete. Solutions require employee to use independent judgment and an awareness of each decision’s impact on the short- and long-term success of Tucker Community Foundation.

*Decision-Making Authority:*

Work involves responsibilities that are defined by general objectives, requiring employee to make frequent decisions about duties and activities. Position has final decision-making authority regarding day-to-day operational activities. High-level decisions are generally made with input from the Board of Directors.

*Impact of Decisions:*

Employee frequently makes day-to-day operational as well as high-level strategic decisions that affect the long-term success of the Tucker Community Foundation.

**Budget Responsibility**

Position requires the ability to effectively manage and control the Tucker Community Foundation’s budget, to plan for and authorize current and future expenditures, and to accurately communicate financial position to Directors.

**Physical Demands**

Job requires the typical physical demands associated with office work and customer-relations. Ability to travel to and effectively participate in meetings with current and potential donors, civic leaders, representatives from other nonprofit organizations, and the community at large.

I understand that I have been hired as an “at will” employee, which means that I serve at the pleasure of the Board of Directors of the Tucker Community Foundation. I may be terminated for any reason. I also understand that this job and the Personnel Policies of the Tucker Community Foundation are guidelines, and do not constitute a contract with me and may be amended at any time by the Board of Directors.

I have read, understand and agree to the above responsibilities as outlined in this position description.

_________________________________________  __________________
Signature                                                                 Date