

**Executive Director for the
Tucker Community Foundation**
Position Description

Job Title: Executive Director
Reports To: Board of Directors

About the Tucker Community Foundation

Wanting to take action to help their community after the devastating flood of 1985, a group of Tucker County citizens in West Virginia realized the need for more local resources and created the Tucker Community Foundation. Throughout the past 30 years, the Foundation has grown in reach and size. It currently serves seven counties in West Virginia (Barbour, Grant, Mineral, Pocahontas, Preston, Randolph and Tucker counties) and one county in Maryland (Garrett County).

The mission of the Tucker Community Foundation is to create opportunities for the communities we serve. With assets of over \$31 million, the Foundation manages more than 130 endowed funds. These funds support a variety of community causes, from animal welfare and youth to arts and culture, education, community and economic development, recreation, preservation of history and emergency services.

The main office of the Tucker Community Foundation is located in Parsons, West Virginia amidst the beautiful scenery of the surrounding mountains. Tucker County and the surrounding areas feature endless one-of-a-kind adventures. Here you can explore incredible places such as Canaan Valley, Blackwater Falls State Park, Dolly Sods and the Monongahela National Forest. The area hosts unique cuisine, local breweries and countless artisan shops and galleries.

The Foundation currently has two full-time members of staff and one part-time. The Board of Directors (Board) is active, engaged and supportive. A number of committees within the Board focus on specific objectives to support the Executive Director and the organization's overall mission, such as finance and development committees.

Visit www.tuckerfoundation.net to learn more about the Tucker Community Foundation and its programs.

The Opportunity

The Tucker Community Foundation is seeking a motivated and visionary person to fill the position of Executive Director. The Executive Director will manage day-to-day operations of the Tucker Community Foundation. They will also work with the Board of Directors to develop policies and implement plans to meet the Tucker Community Foundation's goals and objectives.

Essential Functions:

- Manage Tucker Community Foundation's day-to-day activities, operations and staff.
- Work with the Board of Directors to develop and update policies. Guide the Board of Directors and committees to carry forward active programs such as grants, scholarships and Run For It.
- Perform 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.
- Serve as a spokesperson to the general public for the Tucker Community Foundation.
- Work with the Board of Directors to develop and implement a short-term and long-term strategic plan.
- Cultivate external relationships and provide leadership and support for the Foundation's initiatives in the local communities. Actively participate in community activities and create synergy with other non-profit organizations.
- Ability to effectively develop, manage and control the budget, to plan for and authorize current and future expenditures, and to accurately communicate financial position to the Board of Directors.
- Maintain donor records, endowed funds, fiscal procedures, audits and controls for the Tucker Community Foundation.
- Publish and distribute an annual report and other outreach materials.
- Serve as ex officio member of the Board of Directors.

Qualifications

- Bachelor's degree in a related discipline or an equivalent combination of training and experience.
- Ability to effectively manage staff and volunteers and to successfully work with and for a rotating volunteer Board of Directors.
- Extensive knowledge and understanding of community foundations and/or the ability and commitment to develop expertise in this area within 6 months of employment.
- Prefer a candidate with knowledge and understanding of financial investments, planned giving, fundraising, grant making, strategic planning, budgets and internal accounting systems.
- Superior verbal and written communication skills. Excellent listening and comprehension skills.
- Ability to prepare effective and professional presentations and speak in public.
- 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.
- Proficiency in the use of personal computers, including word processing, Quickbooks, Excel and other database applications.
- Access to a reliable means of transportation that enables attendance at various meetings within and outside of the area.

Salary

Base salary of \$55,000. Additional compensation based on experience.