

Tucker Community Foundation



Position: Executive Director

Company: Tucker Community Foundation

Website: <https://tuckerfoundation.net>

Reports To: Board of Directors

Application Deadline: Applications Due Thursday 31 March 2022 at 5:00 PM EDT

Postal: David D. Moran, President
Tucker Community Foundation
P.O. Box 7
Egton, WV 26716

EMAIL: davidmoran@tuckerfoundation.net

Receipt response to your Email address
Follow-on Interviews to be scheduled

Position Summary:

Implements plans to meet the Tucker Foundation's growth goals and philanthropic objectives and works with the Board of Directors to develop policies for the Tucker Foundation serving North Central West Virginia and Western Maryland. Manages day-to-day operations of the Community Foundation. The current endowment of the Foundation exceeds \$45M.

Essential Functions:

Works with the Board of Directors to develop policies that create the parameters within which the Community Foundation staff functions. Creates procedures for staff and volunteers to implement. Develops and implements the Community Foundation's strategic plan. Establishes, prioritizes, and communicates appropriate objectives to staff, the community, Board of Directors, and volunteers to support the Community Foundation's strategic goals.

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

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

Performs a variety of public and donor-relations activities, including organizing and participating in 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.

Manages the 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 Community Foundation is operating efficiently and within its mission.

Serves as ex officio member of the Board of Directors. 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.

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 work experience with community foundations, grantsmaking and fundraising organizations, or in a related field.

Communication with Others

Extensive ability to lead, negotiate, persuade, or present issues to others through the Community Foundation to influence or gain cooperation and acceptance of ideas and actions. Extensive contact with the public providing high levels of customer service to constituents in the community.

Budget Responsibility

Position requires the ability to effectively manage and control the 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.