

## **Job Announcement**

### **Orcas Island Community Foundation / Executive Director**

*An Equal Opportunity Employer*

**Position Title: Executive Director**

**Reports to: Board of Trustees**

**Employment Status: Full Time**

**TO APPLY:** Send a resume and cover letter to Jack Groban at [jack@jackgroban.com](mailto:jack@jackgroban.com). Requesting additional information and discussion pre- application is acceptable. All inquiries are strictly confidential.

**Salary Range: Commensurate with Experience**

#### **BACKGROUND**

Orcas Island Community Foundation was established in 1995 to serve the needs of Orcas Island. Orcas Island Community Foundation is dedicated to fostering philanthropy, building endowments, and helping donors, nonprofits and community members benefit the whole of the Orcas Island community. The Foundation has grown significantly since its inception nearly 30 years ago, with assets under management over \$26 million. This asset base has allowed the Foundation to provide strategic funding throughout the community.

#### **SUMMARY OF POSITION**

The Executive Director (ED) provides strong leadership and direction in fulfilling and advancing the mission of the Orcas Island Community Foundation. The ED is responsible for leading the Foundation in the achievement of its operational and strategic goals including the success of the Foundation's fund(s) and donor development, fiscal management, grants and program operations, board relations, human capital management, community relations, and administrative matters. The ideal candidate will have a willingness to apply new approaches to existing and emerging programs, platforms and community needs. The Executive Director serves as a prominent, public facing leader within the Orcas Island community intersecting with a range of community members and leaders. Building, nurturing and sustaining relationships across all sectors is a vital and essential component of this ED position. The ED will possess a high executive level of cultural competence, out-of-the-box strategic thinking and experience

with inclusive, community-centered fundraising. A successful candidate will be one who understands and embraces the nuance of a tightly woven, deeply caring island life.

## **MAJOR RESPONSIBILITIES**

### **Strategy Development and Planning**

In collaboration with the Board of Trustees, the staff, and other key stakeholders, the ED develops and executes the Foundation's strategic plan, long-term goals, and operational plans.

### **Fund and Donor Development**

- Executes OICF's goal of sustaining and growing assets under management.
- Ensures a sustainable asset base by building long-term relationships with key donors and fund holders based on mission, cultivation, stewardship, and sound fiscal management.
- Oversees all fund development and fund-raising activities including cultivation and stewardship of donors in the Orcas Island community, event planning, grant writing, and engaging new donors.

### **Fiscal Management**

- Ensures the Foundation is meeting budget and is able to deliver on its mission, including the necessary financial discipline and the investment in resources needed to achieve its goals.
- Oversees the preparation and management of the annual budget including expense management.
- In conjunction with the Investment Committee, ensures the assets of the Foundation are invested in accordance with the guidelines and investment policy.
- Ensures the Financial Policy is up-to-date and enforced.

### **Grants and Philanthropic Leadership Program Management**

Oversees the Foundation's philanthropic leadership efforts and all grant-making activities.

## **Board Relations**

- Cultivates relationships with the Board of Trustees and leads Board development activities. Assists in the recruitment of new board members.
- Oversees the preparation and distribution of Board/Committee materials. Serves as ex officio on all Board committees and works with the Executive Committee and Board leadership to implement Board decisions.

## **Human Resource Management**

- Ensures the Foundation has the necessary resources to achieve its goals and its mission.
- Manages the Foundation's staffing needs including hiring and ongoing staff development
- Ensures that employee manuals are enforced and in compliance with all applicable state and federal laws and Foundation policies.

## **Community Relations**

- Promotes the Foundation's visibility through participation and membership in community forums, civic organizations, and activities that align with the Foundation's mission and vision.
- Serves as the Foundation's representative to the public and provides education and assistance to residents and others in understanding the Foundation's interests, mission, and concerns.
- Oversees the communications and outreach messaging and implements a strategic marketing plan that provides a clear and concise message of the Foundation's mission.

## **Administrative Management**

- Leads and oversees the administrative components of the Foundation including contracts and outside consultants. Works with the Foundation's legal counsel to ensure legal and regulatory compliance in all aspects of the Foundation's operations and maintain the Foundation's accreditation with National Standards for Community Foundations.
- In conjunction with the Governance Committee: designs, reviews, maintains, and implements all operational policies and guidelines for the Foundation and presents these to the Board of Directors for input and approval.

- Oversees the maintenance/ ownership/ rental portion of the Foundation's office building. Ensures the office is keeping up with the appropriate communication systems, and technology to operate efficiently and effectively. Manages tenants.
- Maintains current skills and knowledge of best practices within the field of philanthropy, attending seminars and professional training institutes as appropriate.

### **Experience**

- Knowledge of effective nonprofit governance practices and first-hand experience with nonprofit organizations.
- Demonstrated knowledge of investing, asset allocation, and fund accounting.
- A good understanding of and experience with operating fund accounting software preferred.
- Strong analytic, writing, and oral presentation skills, and creative problem solving.
- Experience hiring, leading, and delegating to staff as a cohesive and competent team of professionals.
- Project management skills that demonstrate an ability to set and meet deadlines.
- Ability to maintain strict confidentiality.