

Crook County Foundation Executive Director Job Description

Reports to: Board of Directors

Classification: Non-Exempt

Position Summary:

The Executive Director is responsible for supporting activities of the Crook County Foundation as directed by the mission statement. The mission of the Foundation is to support community life through education, leadership, the arts and other charitable activities in Crook County.

Areas of responsibility include administration and fiscal management of Foundation operations and programs, community outreach and public relations, and donor relations. The Executive Director is responsible for attending all Board meetings, maintaining copies of all Foundation records, and representing the Foundation in the community. The position is part-time and accountable to the Board of Directors.

Major responsibilities:

Management and Administration

- Ensure compliance with donor intent and regulatory requirements
- Day-to-day management of Foundation operations and finances
- Create and keep current spreadsheets of contributions and expenditures for special funds administered as fiscal sponsor. Maintain communications with donors and fund advisors and report quarterly, or as requested.
- Manage projects, events and special funds
- Provide staff support to Foundation committees and programs
 - Develop, schedule and promote programming.
 - Communicate and update individual scholarship donors with fund balance and relevant information about recipients of their scholarships. Communicate with recipients to ensure requirements are met for scholarships and distribute funds according to donor criteria.
 - Write grants and contact major sponsors, ensure sponsor recognition, program promotion and advertising, and oversee budget and logistics.
- Work with executive committee to develop monthly board meeting agendas, distribute board packets, provide monthly staff report and record minutes of board meetings
- Oversee website, Facebook and other social media presence and provide support and content to volunteers maintaining website and Facebook pages
- Facilitate the strategic planning update

Donor Relations and Fund Development

- Support the board in ensuring the financial capacity and sustainability of the Foundation

- Build and maintain relationships with current donors through regular personal contact
- Identify and cultivate prospective donors
- Facilitate board participation in donor relationships and cultivation
- Assist the development committee in developing and implementing a donor development plan and fund development plan to meet budget goals
- Assist program committees in sustaining the financial stability of the administration and operation of their programs
- Identify and apply for funding resources including foundation and corporate grants
- Assist donors in setting up charitable gifts to the Foundation
- Facilitate a process for developing and maintaining a current donor database
- Provide for appropriate recognition and documentation of gifts

Public Relations

- Represent the Foundation and promote its mission with enthusiasm and professionalism
- Advocate for the Foundation mission, goals and activities through active community participation and involvement
- Respect differences, appreciating the diversity of opinions and speaking and conducting yourself in a professional manner at all times, including how you represent yourself in online social media. The Foundation includes the entire Crook County community and its diverse set of customs, values and points of view. Be respectful and refrain from writing about controversial or potentially offensive or inflammatory subjects including politics, sex, religion, ethnic slurs or any other topics that are not inclusive of the entire community.
- Prepare and keep current marketing materials
- Produce regular newsletters and an annual report
- Report annually to the City of Prineville and Crook County Court in the spring, prior to their budgeting processes. Report to other founding partners (Crook County School District, Crook County Parks and Recreation District, and Prineville-Crook County Chamber of Commerce) as determined by their respective board representative.

Position Requirements:

- Previous non-profit experience preferred. Previous experience with similar job responsibilities required.
- Proven fundraising abilities and knowledge of non-profit ethics, laws and management practices
- Experience in communications, public relations and/or marketing
- Excellent written and oral communications skills, including public speaking
- Effective personal and interpersonal behavior skills
- Creativity and flexibility in managing multiple projects
- Competent computer skills and knowledge of word processing, database, spreadsheet and design applications
- Competent accounting skills and experience with accounting software. QuickBooks Online experience preferred.
- Ability to work independently
- Able to work flexible hours

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