

Job Title: Executive Director

Location: Chippewa County Community Foundation – Sault Ste. Marie, MI

Reports to: Board of Directors

Salary Range: \$63,000 per year

Email cover letter and resume to e-mail: info@chippewacountycf.org

Benefits:

Paid time off; Two weeks the first year, Three weeks years two + years

Health Insurance and Retirement: None provided, however, participation in either or both may be negotiated for a reduction in base salary.

Overview:

The Executive Director will play a pivotal role in enhancing the foundation's brand and promoting philanthropy throughout the tri-county area. As a strategic leader and primary ambassador, the Executive Director will manage resources effectively, build and sustain strong relationships with donors and community partners, and drive the organization toward long-term growth. This role will also focus on increasing philanthropic donations and fostering a culture of giving. The Executive Director will work closely with the Board of Directors, local communities, and internal teams to ensure the organization's goals are met while enhancing its overall visibility and impact.

Key Responsibilities:

1. Leadership & Strategic Planning

- Develop and implement strategies that promote the foundation's mission, grow its presence, and increase philanthropic contributions.
- Ensure the long-term sustainability of the foundation through innovative financial and operational planning.
- Provide leadership in fostering diversity, equity, and inclusion within the organization and its programs.

2. Brand Building & Community Outreach

- Strengthen the foundation's brand through community engagement and public relations efforts.
- Serve as the public face of the foundation, representing it at community events, public forums, and with the media.
- Advocate for philanthropy in the tri-county area, educating the public on the foundation's mission and programs.

3. Fundraising & Philanthropic Development

- Develop and implement fundraising strategies to grow new and existing philanthropic contributions.
- Oversee donor relations and ensure the foundation meets fundraising targets, securing long-term financial support.
- Cultivate relationships with new donors, steward existing relationships, and ensure recognition of major donors.

4. Board Administration and Support

- Collaborate with the Board of Directors to develop and implement policies that align with the foundation's goals.
- Report regularly to the Board on financial performance, ongoing projects, and opportunities for growth.
- Support the Board's efforts in fundraising, community engagement, and strategic planning.

5. Financial Oversight & Accountability

- Develop and manage the annual budget, ensuring alignment with the foundation's goals and priorities.
- Provide financial oversight and ensure all philanthropic activities meet compliance standards.
- Monitor and report regularly on the financial health of the organization, including the incentive-based contributions.

6. Program Development & Impact

- Oversee the development and implementation of programs that meet community needs and align with the foundation's mission.
- Evaluate the impact of programs, ensuring they are effective and address the goals of the foundation.
- Build partnerships with local organizations to maximize program reach and effectiveness.

Key Performance Indicators (KPIs):

1. Philanthropic Growth

- Achieve a 10% growth in new philanthropic contributions annually.
- Secure at least three major new donors each year.
- Increase overall fundraising success year-over-year, with a focus on long-term, sustainable growth.

2. Brand Visibility & Community Engagement

- Increase media presence and community engagement by 25%, measured by social media activity, event participation, and local media coverage.
- Represent the foundation at a minimum of 10 major community events annually.

3. Financial Health

- Ensure a balanced budget with a reserve equivalent to three months of operating expenses.
- Successfully managing donor funds

4. Board Engagement

- Maintain active Board participation, with 100% attendance at meetings and 80% engagement in key fundraising and outreach activities.

5. Program Impact

- Ensure that 90% of program goals are met or exceeded annually, with a measurable increase in community impact.

6. Donor Retention & Stewardship

- Maintain a donor retention rate of 80% or higher.
- Ensure that major donors receive personalized recognition and stewardship that leads to ongoing support.

Qualifications:

- Minimum of 5 years of experience in fundraising, business management, non-profit management, and fund accounting.
- Proven track record of successful fundraising, donor relations, and community engagement.
- Strong financial acumen, with experience in budgeting, financial reporting, and fund accounting.
- Excellent interpersonal and communication skills, with the ability to inspire donors and represent the foundation effectively.
- Demonstrated ability to lead and inspire a diverse team and Board of Directors.
- Strong strategic thinking, decision-making skills, and passion for philanthropy.