

EXECUTIVE JOB DESCRIPTION – BILLINGS COMMUNITY FOUNDATION

The Executive Director (ED) is responsible for directing the overall programs and administrative activities of the Foundation, and works closely with the Board of Directors to develop the Foundation's vision and strategies for community involvement. The ED will have responsibility for growing the Foundation's overall endowment and community presence, and provide support to the Board of Directors in their leadership roles. Specific responsibilities include but are not limited to:

ASSET DEVELOPMENT

- Increase the endowment of the Foundation by encouraging and guiding gifts from individuals, corporations, charitable organizations, and foundations in line with Board's strategic plan;
- Act as a liaison with attorneys, accountants, financial advisors and other intermediaries for facilitating current and/or deferred testamentary gifts from existing and prospective donors;
- Facilitate the work of the Board of Directors and associated Committees as needed.

COMMUNITY RELATIONS

- Serve as a spokesperson for the Foundation, ensuring donor confidence in the Foundation and broadening the public's understanding of the Foundation's mission, vision and values;
- Provide community leadership in identifying community needs and philanthropic opportunities;
- Work collaboratively on behalf of the Foundation with community and nonprofit leaders.
- Public presentations to groups interested in the work of the foundation as needed

BOARD RELATIONS

- Work directly with the Board Chair, committee chairs to implement the Board's policy decisions and facilitate the work of the Foundation in the community;
- In tandem with the Board Chair, conduct an annual orientation program for new Board members

ORGANIZATIONAL PLANNING AND ADMINISTRATION

- Provide general oversight for the grants program, donor relations and marketing activities.
- Prepare an annual operating budget in cooperation with the Treasurer for review and approval by the Board of Directors,

- Provide leadership for the Foundation’s participation in special grant-making or development activities (e.g. Yellowstone Valley Gives, etc.)
- Ensure that the Foundation conforms to related local, state and federal laws and regulations as well as recognized standards for community foundations;
- With appropriate committee chairs, ensures effective meeting agendas and maintenance of permanent records.

QUALIFICATIONS

The ideal candidate will possess a Bachelor’s Degree and/or related professional experience, including:

- Prior program and grant management, or business management experience
- Fundraising experience including the development of proposals to foundations, corporations and public agencies;
- Identify, organize and coordinate with the board possible short term as well as long term fundraising opportunities.
- Ability to interact positively with current and potential donors;
- Demonstrated verbal and written communications skills; strong communications skills in relation to mobilization of volunteers as needed.
- Ability to use common software programs such as the Microsoft Office Suite, i.e. WORD, etc. Must be able and willing to learn software programs such as Constant Contact, Crescendo, Donor Snap and others as needed for business use.
- Knowledge and understanding of the regional Yellowstone Valley community;
- Knowledge of philanthropy, including various giving mechanisms; possess a working knowledge of tax implications of charitable planned giving; knowledge of processing planned gifts is a plus;
- Ability to manage multiple projects and tasks simultaneously, and
- Ability to work in a group setting as well as independently.

SALARY

This is a full-time position. Salary is commensurate with applicant experience level and deemed to be competitive in the Billings market for a nonprofit representative of the billings community Foundation’s current size and asset holdings.

Contact Billings Community Foundation at: billingscommunityfoundation@gmail.com or 406-839-3334. Please send resume’s and inquiries to the attention of Teresa Darnielle-Morse, Board President.