

## **JOB DESCRIPTION**

### **Leelanau Township Community Foundation - Executive Director**

**Part-time**

**Leelanau Township**

**Northport, Michigan**

#### **About the Organization:**

Leelanau Township Community Foundation, founded in 1945, is located in northwest Michigan, in Leelanau County and within Leelanau Township (population aprox. 2,000), in the Village of Northport, Michigan, and is considered one of the oldest community foundations in the State of Michigan. We are here to help meet the needs of Leelanau Township residents and to enhance the quality of life for those who live, work in, and enjoy Leelanau Township. For more information, please visit our website at: [leelanaufoundation.org](http://leelanaufoundation.org)

#### **Position Summary:**

The Executive Director of the Leelanau Township Community Foundation is employed by and reports to the Board of Trustees.

The Executive Director is responsible to administer the operations to achieve the mission of the Foundation within policy established by the Board of Directors. The Executive Director is a member of the Executive Committee and provides staff support to the Board, but is not a voting member of the Board.

The Executive Director supports the Board with strategic information, ideas and connections and manages the affairs of the Foundation by ensuring appropriate planning, coordination and implementation of the programs, services and funding established by the Board to support its mission.

To that end, the Executive Director is ultimately responsible for all aspects of the Foundation's work, including asset development, grantmaking and program services, financial management, public relations, philanthropic services, community relations and community leadership activities as well as the internal systems to support these activities.

#### **General Responsibilities and Activities:**

##### **Board Relations**

- Work with the Board to develop and implement short and long-term strategies and goals and keeps the Board informed of the Foundation's status toward achieving its goals.
- Identifies internal and external issues that will have an impact on the Foundation's strategic direction and accomplishments.
- Provide timely and accurate information to assist the Board in setting policy and making decisions. Ensures timely implementation of those policies and decisions.

- Attend all trustees and committee meetings, unless excused by the board or committee. Prepare the agenda for the board and committee meetings. If requested, provide necessary reports and record minutes.
- Provide for development, implementation and regular review of policies, programs and procedures to assure growth of the Foundation, its responsiveness to current needs and expectations, and regard for donor's expressed wishes.
- Assist the Board in its governance functions by providing information and guidance.

#### Asset Development and Grantmaking

- Provide guidance and oversight of the administration of the Foundation's grantmaking processes, integrating donor interests and assuring donor satisfaction.
- Provide leadership in determining non-profit needs, identifying community problems/opportunities and employing the resources of the Foundation to address such.
- Maintain strong relationships with nonprofit, public and private sector organizations, grant makers, community leaders, and others to further the Foundation's goals and address community needs.
- Directs the Foundation's asset development activities, including cultivation of individuals, families, business, foundations, professional advisors and non-profit organizations.
- Devote time each month to making public solicitations, including personal contacts or public speaking engagements to bring additional gifts and grants to the Foundation.
- Cultivates relationships with area professional advisors and promotes the Foundation as a resource to them.

#### Community Relations

- Advocates for the Foundation and community philanthropy.
- Serves as the primary spokesperson for the Foundation to its constituencies, the general public and governmental entities.

#### Management

- Manage and oversee all business and operations at the office of the Foundation, including handling correspondence, mail, providing receipts to donors, etc.
- Provides team leadership, integrating and coordinating all segments of the organization to achieve optimum results.
- Develop job descriptions for the Administrative Assistant and other staff. Manage hiring, training and supervision. Assess staff performance annually.
- Oversee the Youth Advisory Council and coordinate with its Advisor.
- Prepares the Annual Budget, as approved by the Board, and participates in the Annual Meeting of the Foundation.
- Administers the operations of the Foundation within the board-adopted budget.
- Responsible for providing all accounting information to The Community Foundation of the Upper Peninsula, which is performing all accounting functions for the Foundation.
- Manage the Mill Street Building (i.e., building usage, expenses, maintenance, and tenant issues).

- Responsible for handling all banking matters for the Foundation and overseeing and administering all investments and deposits of the Foundation.
- Perform administrative and public relations functions aligned with national standards and the Council of Michigan Foundations and the wishes of the Board. Assures that appropriate internal controls are implemented.
- Travel to professional meetings and conferences in order to maintain and further professional knowledge and contacts in the field.
- Assures that the Foundation conforms to all state and federal laws and regulations.
- Duties may be changed as determined by the Foundation, after consulting with the Employee.

**Job Knowledge, Skills and Abilities**

- Excellent interpersonal relationship skills and ability to effectively interact with staff, Board of Trustees, committees, nonprofit partners, the media, professional advisors and the community-at-large.
- Must have the ability to manage multiple tasks in an environment with short deadlines while maintaining close attention to detail.
- Is a collaborative and flexible team player.
- Strong ethical and professional standards including the ability to handle sensitive and/or confidential information.
- Proficient with the Microsoft Office suite of programs
- Bachelors’ degree desirable

**Salary Range:**

Hiring salary range of \$32,000-\$36,000, commensurate with experience. This is a non-benefited part-time position.

**How to Apply:**

Interested candidates are invited to submit their resume and a cover letter via email to: [director@leelanaufoundation.org](mailto:director@leelanaufoundation.org) by September 9, 2024.

**Equal Employment Opportunity Policy:**

Leelanau Township Community Foundation is an equal opportunity employer and values diversity at all levels of its workforce. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or any other characteristic protected by law.