



# LAKE COUNTY COMMUNITY FUND

## Executive Director Position Description

**Position Title:** Executive Director

**Reports to:** Board of Directors

### **JOB SUMMARY:**

The Executive Director serves as the chief executive of the Lake County Community Fund (LCCF) and, in partnership with the Board, is responsible for the success of the LCCF. Together, the Board and Executive Director assure the LCCF's relevance to the community, the accomplishment of the LCCF's mission and vision, and the accountability of the LCCF to its diverse constituents.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director provides direction and enabling to the Board as it carries out its governance functions. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### **GENERAL RESPONSIBILITIES:**

#### 1. Governance:

- Responsible for leading the LCCF in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Helps the Board articulate its own role and accountabilities and that of its committees.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Works with the Board President to enable the Board to fulfill its governance functions.
- Works with the LCCF Secretary to assure the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- With the Board President, focuses Board attention on long-range strategic issues.
- Works with the Board officers and committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best.
- Recommends volunteers to participate on the Board and its committees.

#### 2. Mission, policy and planning:

- Helps the Board determine the LCCF's values, mission, vision, and short- and long-term goals.
- Helps the Board monitor and evaluate the LCCF's relevancy to the community, its effectiveness, and its results.
- Keeps the Board fully informed on the condition of the LCCF and on all the important factors influencing it.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation.
- Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making and recommends policy positions for the LCCF to take.
- Keeps informed of developments in human services, not-for-profit management and governance, philanthropy and fund development.

3. Management and Administration:

- Provides general oversight of all LCCF activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a process for selecting, development, motivating, and evaluating staff and volunteers and a work environment that recruits, retains and supports quality staff and volunteers.
- Recommends staffing and financing for such to the Board. In accordance with Board directives, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- Specifies roles and accountabilities for staff (whether paid or volunteer) and evaluates performance regularly.

4. Financial Performance and Viability:

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of the LCCF, to include submission to the Board of a proposed annual budget and, in collaboration with the LCCF Treasurer, monthly financial statements and reports which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the budget approved by the Board, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support LCCF's mission.
- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Assures an effective fund development program by serving as the chief development officer and helping guide and enable the Board, its fundraising committee and its individual Board members to participate actively in the fund development process.
- Helps the Board and its fundraising committee design, implement and monitor a viable fundraising plan, policies and procedures.
- Participates actively in identifying, cultivating and soliciting donor prospects.
- Assures the availability of materials to support solicitation of donations.
- Assures the development and operation of gift management systems and reports for quality decision-making.

5. Organization Mission and Strategy:

- Works with the Board and staff to ensure that the LCCF mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of LCCF's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that LCCF can successfully fulfill its mission into the future.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the LCCF.

6. Community Relations:

- Responsible for the enhancement of LCCF's image by being active and visible in the community and by working closely with other nonprofit, professional, civic and private organizations.
- Facilitates the integration of the LCCF into the fabric of the community by using effective marketing and communications activities.

- Acts as an advocate, within the public and private sectors, for issues relevant to the LCCF, its services and constituencies.
- Listens to clients, volunteers, donors and the community in order to improve and generate community involvement. Assures community awareness of the LCCF's response to community needs.
- Serves as chief spokesperson for the LCCF to the organization's constituents, the media and the general public, assuring proper representation of the LCCF to the community.
- Initiates, develops, and maintains cooperative relationships with key constituencies.
- Works with legislators, regulatory agencies, volunteers and representatives of the not-for-profit sector to promote legislative and regulatory policies that encourage a healthy community and address the needs of the LCCF's constituencies.

#### **ADDITIONAL POSITION RESPONSIBILITIES:**

- Establishing employment and administrative policies and procedures for the day-to-day operation of the LCCF.
- Supervise and collaborate with organization staff.
- Oversee scheduling and organization of Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review contracts for services and make recommendations to the Board as to contract engagements.
- Other duties as assigned by the Board of Directors.

#### **DESIRED PROFESSIONAL QUALIFICATIONS:**

- A bachelor's degree with a minimum of three (3) years of nonprofit management experience.
- Well-versed and demonstrated success in aspects of nonprofit operations and fundraising, such as grant writing and grant making, targeted and individual solicitations, annual giving appeals, board development, strategic planning, and policy building.
- Experience in marketing/social media and with software used to access and utilize data.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting. Knowledge and experience using QuickBooks desired.
- Critical thinking skills and strong organizational abilities including planning, delegating, program development and task facilitation.
- Knowledge of Lake County organizations and resources and ability to convey a vision of the LCCF's strategic future to the community, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to rural mountain communities.
- Skills needed to collaborate with and motivate Board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with board and staff.
- Strong interpersonal skills and public speaking ability.

#### **WORKING CONDITIONS:**

The Executive Director has full responsibility for LCCF operations and handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding operational issues. While the position is currently structured as part-time with an allocation of 28 hours per week (or .7 FTE), it is anticipated that it will become full-time within three years. The Executive Director is expected to maintain a flexible work schedule in order to meet the demands of the organization. The LCCF office is located in Leadville City Hall (800 Harrison Avenue) in Lake County, Colorado and the Executive Director will work from that location.

**TO APPLY:**

Individuals interested in applying for this position should email their cover letter, resume and list of three professional references to Kate Bartlett, LCCF Board President, at [kbartlett@lakecountyschools.net](mailto:kbartlett@lakecountyschools.net) by March 28 in order to be included in the hiring committee's first round of candidate reviews.

Please visit our website - <https://lakecountycommunityfund.org/> - to learn more about our work.