



Position: Executive Director, Eagle Valley Community Foundation

Reports to: Chair, Board of Directors

Location: Eagle County Colorado

August, 2020

About Eagle Valley Community Foundation (EVCF): EVCF is a strong resource for generosity in our community, ensuring that gifts of time, talent and treasure address the greatest needs and gaps in services throughout the Eagle River Valley. Community needs change over time, which is why Eagle Valley Community Foundation encourages nimble and innovative services & programs.

The ideal candidate will be an energetic and collaborative leader with excellent management and supervisory skills and will also have a track record that demonstrates:

- Commitment to the mission and values of EVCF;
- Proven ability to connect with and learn from people in EVCF's areas of concern;
- Demonstrated ability to work creatively with Board of Directors in setting the strategic direction of EVCF, ensuring sound organizational and financial management.
- Effective at generating resources and financial support from individual donors, foundations, government, business and other networks.
- Responsibly growing assets of EVCF, assuring financial integrity, and moving the organization forward to achieve its mission.
- Experience in developing partnerships, building teams, management of staff and navigating conflict.
- Fluency in Spanish (preferred).
- Time spent in senior leadership positions (preferred).
- Residence in Eagle County is required.

The Executive Director is EVCF's leadership face in the community and its primary spokesperson. The Executive Director will exemplify the highest standards of professional ethics and integrity, understanding the role in growing and protecting the reputation of Eagle Valley Community Foundation (EVCF). The Executive Director is responsible for building trust in EVCF and its relevance in the community.

Primary Responsibilities:

Leadership:

- Serve as a strategic thinker and creative visionary leader of EVCF with the ability to turn vision into action.
- Lead efforts to create new alliances, partnerships and collaborations with other organizations and maintain positive existing relationships to help EVCF achieve its mission.

Board Relations:

- Work with the Board Chair to enable the Board to fulfill its governance functions.
- Organize and lead the Board to develop and implement current and long-term strategies and goals; regularly report to the Board on the status toward achieving its goals.

- Provide and interpret timely and accurate information to assist the Board in setting policy and making decisions. Provide guidance and recommendations to the Board with respect to policies and procedures. Confer with legal counsel when appropriate.
- Assure timely preparation and distribution of essential board meeting reports, updates and organizational activity summaries.
- Inform Board and Executive Committee of organizational challenges and opportunities, and community priorities.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Support the Board in recruiting and retaining a diverse and inclusive Board of Directors that is representative of the community.
- Maintain accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors.
- Attend all Board of Directors meetings, and Board committee meetings.
- Ensure EVCF follows all applicable federal, state and local laws and operates according to nonprofit best practices. Review/sign all contracts.
- Review and work with CPA to ensure annual IRS submissions are clear and complete.
- Review and update employee guidelines, financial and operational policies. Prepare information with Vail Financial Services and CPA firm for annual 990.

Resource Development:

- Promote a culture of fundraising in the organization, both at the board and staff level.
- Oversee resource development and actively participate in fundraising initiatives, including speaking engagements, 1:1 donor meetings, cultivation of new relationships and revenue opportunities, and organization's special events.
- With the Board Finance Committee, manage the financial assets of the organization to ensure financial stability for organization.
- Ensure that the flow of funds permits Eagle Valley Community Foundation to make continuous progress toward the achievement of its mission and that funds are allocated properly to reflect present needs and future potential.
- Oversee the preparation of the annual operating budget and manage compliance with the budget.
- Assure compliance with federal and state law and with generally accepted accounting standards that apply.
- Oversee the formulation of comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.

Strategic Management:

- Determine objectives and strategies for meeting goals; allocate resources according to priorities; determine how to use staff and resources to accomplish associated tasks; and anticipate obstacles.
- Support the organization's strategy, operational and data collection needs.
- Act as an advocate, within the public and private sectors, for issues relevant to EVCF, its services and constituencies.
- Increase organizational efficiency and effectiveness through operational excellence, financial oversight, and strategic partnerships.
- Ability to take projects from idea through implementation.
- Recruit, hire, evaluate and terminate staff, and/or consultants, as appropriate, and in keeping with budgeted personnel expenditures.
- Oversee the training and supervision of staff, including annual assessments of performance.

- Promote enthusiasm and capacity among EVCF staff by ensuring appropriate compensation, resources, and professional development opportunities.

Community Leadership:

- Participate in key community task forces and issue-area groups and meetings.
- Actively seek opportunities to speak about and promote EVCF. Cultivate and maintain a good working relationship with local media outlets as well as oversee EVCF social media platforms.
- Write articles for internal and external communication channels to highlight EVCF's programming.

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Desired Qualifications & Skills

- Knowledge and understanding of philanthropy in general and of the needs of the Eagle River Valley, both as a stand-alone organization and in partnership with others.
 - Positive personal attributes, including self-motivation, high energy, strong work ethic, uncompromised professional integrity, and a dedication to excellence.
 - Demonstrated experience and success in donor development to include building relationships with individuals, businesses, professional advisors, civic leaders and the community at large.
 - Demonstrated grant management experience.
 - Experience in organizational and financial management, including budget planning and administration; financial asset evaluation and management, strategic planning, policy development, risk management, and goal setting and attainment.
 - Excellent managerial and team-building skills, including the ability to attract, develop, motivate, and retain staff.
 - Excellent written and oral communication skills, including experience and comfort in public speaking and media relations.
 - Demonstrated ability to work within a volunteer board-directed organizational structure.
 - Knowledge of & comfort with technology platforms (data management systems, dashboards, financial software and mass communication platforms).
 - Experience building a new business or project implementation
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Salary & Benefits: commensurate with experience. In-house benefits package includes health insurance, wellness benefits, personalized mentoring, community engagement and learning environment, great team, and a purposeful career

Teams perform best when they are diverse and every person on the team is known, needed and valued. EVCF is committed to building a culture where everyone has the opportunity to do meaningful work, and everyone has a sense of civic belonging. We are committed to providing an environment free of discrimination for everyone.

To apply: Send resume with three references and cover letter by email to: susie@eaglevalleycf.org Please title the email: **Executive Director Search**