Eau Claire Community Foundation
For Good. For Ever.

POSITION:	TIME REQUIREMENT:	REPORTS TO:
Executive Director	This is a full-time salaried, exempt position, on average requiring at least 40 hours per week with occasional early and late hours for meetings on- and off-site. Office hours are 9:00 a.m. to 4:00 p.m.	Board of Trustees

PLEASE SUBMIT YOUR COVER LETTER & RESUME IN CONFIDENCE TO:
ECCFED@GMAIL.COM BY MARCH 15, 2023

POSITION DESCRIPTION

Reporting to the Board of Trustees of the Eau Claire Community Foundation (ECCF), the Executive Director has the overall strategic and operational responsibility for ECCF staff, programs, and execution of its mission. The Executive Director is an inspirational leader who provides the highest quality services to donors; maintains a fiscally sound business plan that complies with all applicable laws and regulations; possesses a solid understanding of community needs and local charitable organizations; and facilitates philanthropy amongst a broad base of participants, striving for inclusiveness and collaboration to meet ever-changing community needs.

SKILLS & QUALIFICATIONS

- Possesses a bachelor's degree and has leadership experience in a professional organization, a financial institution, a charitable nonprofit organization, or equivalent as determined by the Search Committee.
- Demonstrates a sense of honesty, integrity and caring, with the ability to inspire and motivate others
- Is highly motivated, with strong attention to detail and organizational skills
- Possesses highly effective communication skills, including the ability to relate with internal and external constituencies
- Can read, analyze, and draw valid conclusions from journals, financial reports, and documents
- Has the ability to lead and inspire staff, Board members, and affiliates/partners to develop an outcomes-based organization
- Can coordinate and evaluate all functions, with reports submitted to the Board Chair, the Executive Committee, and the Board of Trustees
- Possesses excellent written and verbal communication skills, including the ability to effectively speak in public

COMPETENCIES

Communicativeness & Active Listening	Mission Focus & Positive Impact	Strategic Thinking
Financial Acumen	Organizing & Planning	Team Management/Delegation
Initiative	Presentation Skills	
Integrity & High Standards	Problem Solving/Decision Making	

STRATEGIC DIRECTION & VISION

- Holds an annual Board retreat to develop, implement and maintain a strategic plan
- Brings forward the vision for ECCF with measurable goals and objectives
- Provides the year-to-date status of goals and objectives to the Board of Trustees at their quarterly meetings

ORGANIZATIONAL LEADERSHIP & MANAGEMENT

- Leads and manages the development and oversight of ECCF's policies, procedures, and programs consistent with ECCF's strategy to maximize communication, commonality of purpose, and partnership throughout the organization
- Leads and manages efforts to innovate processes and systems to meet the changing needs of the regional community, donors, and funding recipients
- Develops and reports measures of strategic, operational, project, and campaign success
- Focuses and manages ECCF, its programs, services, environment, and staff in a manner that ensures a "community/client-centered" experience
- Hires, manages, and appraises ECCF employees in coordination with the Personnel Committee and/or Executive Committee
- Leads, coaches, inspires, and retains staff by providing a healthy work environment
- Works with staff, volunteers, and various committees to assure the development of services and programs to assess and meet the needs of donors and fund recipients

GOVERNANCE & ADMINISTATION

- Works collaboratively with the Nominations Committee regarding the selection, orientation and onboarding of Board and committee members
- Assists with continuous Board education and development of Board members
- Prepares information packets for Board meetings and monitors Board and committee work
- Develops fund agreements
- Assists the Board in the development and amendment of ECCF policies consistent with governance needs
- Oversees technology development, risk, and insurance management issues
- Brings issues and challenges facing ECCF to the Board and presents options and recommendations for addressing those issues
- Assures compliance with state and federal laws and regulations applicable to ECCF operations and maintains Council on Foundations Certification for National Standards compliance

FINANCIAL MANAGEMENT

- Assures that all financial transactions, including incoming gifts, grants, investments, operating expenses, and reports, are accurately administered
- Assures the existence of a system to monitor and evaluate all aspects of organizational financial performance by monitoring investment performance in collaboration with the Investment Committee
- Ensures that capital campaigns, the development of an operating budget, and the capital plan are monitored and achieved

ASSET DEVELOPMENT/DONOR SERVICES & GRANT MAKING

- Establishes an asset development plan with measurable goals that position ECCF for growth and stability
- Cultivates current and prospective donors to develop and achieve their philanthropic interests and goals
- Develops and implements strategies to reach donors and professional advisors
- Maintains a strong level of knowledge regarding legal, accounting, investment, and technology issues applicable to charitable giving

- Assures that all donors are served in a timely, efficient, and effective manner
- Oversees competitive grant processes
- Assures that Donor Advised grant making is consistent with legislative guidelines
- Maintains an awareness of the needs of area nonprofits
- Assures regular, timely, and informative communication with donors

EXTERNAL RELATIONSHIPS & ACTIVITIES

- Serves as the primary "face" of ECCF through involvement with the Greater Eau Claire region's civic, business, and professional leaders and organizations
- Seeks out and develops opportunities to be a high-impact and high-profile community partner through community partnerships and projects
- Works with the media to raise the image and "brand" of ECCF consistent with its strategy
- Coordinates and manages efforts regarding the perception of ECCF in the region
- When appropriate, coordinates efforts with other foundations

SALARY

Salary is commensurate with experience

PERSONAL TIME OFF (PTO)

PTO includes time for vacation, personal time, and illness. Employees earn paid PTO based on their anniversary date of employment and years of related prior experience

HOLIDAYS

Holidays are paid days off for employees and paid based upon the normal scheduled workday hours. Included are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day

HEALTH INSURANCE

Health insurance is not provided in the benefit package

RETIREMENT PLAN

A Simple IRA is available after one full year from date of hire

This position description is intended to convey, generally, the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied. The Eau Claire Community Foundation is an equal opportunity employer committed to valuing diversity and practicing inclusion.

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