



Fort Atkinson Community Foundation seeks Executive Director

The Fort Atkinson Community Foundation (FACF) is searching for their next Executive Director following the upcoming retirement of their long-time leader.

FACF is a well-established and well-funded public foundation that just celebrated 50 years of serving our community. Its mission is to improve the quality of life in Fort Atkinson by inspiring and supporting enduring philanthropy. It pursues this mission with a dual focus - working with donors to connect them to the causes they care about most, and working with local nonprofits to utilize grant funding in effective and efficient ways. Visit <https://www.fortfoundation.org/> for more information about the Fort Atkinson Community Foundation.

Reporting to a five-member Board of Directors, this position has both strategic and day-to-day management responsibility for all programs. With one part-time employee and an actively involved giving community, this will be a rewarding and challenging position for the right person.

We seek a dynamic combination of education, experience, and approach which includes:

- Significant executive leadership experience, preferably in another foundation or charitable non-profit organization, or in professional or financial services
- Exceptional 'people' and communication skills, including written, verbal (one-on-one, groups, and public presentations) and listening, with a genuine and welcoming personality
- Unquestionable integrity, honesty, and professionalism
- A strong work ethic and attention to detail
- A positive track record of building and maintaining excellent working relationships with donors, staff, community leaders, Boards of Trustees/Directors, and professional service providers
- A can-do growth mindset with successful experience in building funding sources and donors, determining community needs, and working with grant recipients
- A commitment and passion for the community of Fort Atkinson
- A bachelor's degree
- Proficiency in MS Office Suite (especially Excel, Word, and Outlook)

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. Salary is commensurate with experience. Benefits include paid vacation, flexible working hours, and employer donation to a Simple IRA after one full year from date of hire.

For a complete job description, please contact Sue Hartwick at facf@fortfoundation.org

Please email a cover letter and résumé with references to facf@fortfoundation.org by Sept. 15, 2024. We anticipate a January 1, 2025 start date for this position.