



## Wyandot County Community Foundation Executive Director Job Description

The Wyandot County Community Foundation (WCCF) is looking to establish a leadership position with the Foundation. The position of Executive Director will report to and work in partnership with a dedicated and involved Board of Directors. This is a flexible, part-time, contract position and the candidate must have the ability to work from home. Anticipated start date is on or after July 1, 2023. To apply send a cover letter and resume to WCCFoundation, PO Box 364, Upper Sandusky, OH 43351.

### **Responsibilities:**

- \* Work with the Board to develop and implement programs that meet the Board's strategic plan goals.
- \* Work with the Board to develop and implement a comprehensive fund development program.
- \* Maintain excellent communications with the Board, funders, donors and grantees. This includes newsletters, social media posts, website, donor communications, representing the WCCF at various meetings and attending monthly Board meetings as an ex-officio member (non-voting) and other standing committee meetings.
- \* Represent the WCCF with existing and potential donors to cultivate relationships, facilitate gifts and build funds.
- \* Build community partnerships with nonprofits, donors and community leaders to expand brand awareness of WCCF and identify vital community needs.
- \* Work with nonprofits, community organizations and fund holders to promote awareness of WCCF grant opportunities.
- \* Serves as the representative to the public for WCCF with education and assistance in understanding what the Foundation is and its purpose and mission.
- \* Oversee all special events, fundraising campaigns or activities as defined by the Board.
- \* Develop the annual operating budget, monitor and report regularly to the Board on incoming revenue estimates, asset growth and performance.
- \* Work with the Greater Toledo Community Foundation and their liaisons.

### **Preferred Qualifications:**

- \* Bachelor's Degree or equivalent experience.
- \* Excellent communication skills.
- \* Familiarity with the mission and purpose of community foundations.
- \* Experience in donor relations, fund development, grant writing, fundraising or related skills.
- \* Knowledge of community resources.
- \* Experience in research and evaluation of community foundation best practices.
- \* Proficient in Microsoft Office, e-mail, website and social media content management, database management and internet research.
- \* Ability to maintain strict confidentiality.

### **Compensation:**

- \* Services will be performed as an independent contractor; contractor is responsible for payment of all applicable federal, state and local income taxes.
- \* Compensation will be based on experience and qualifications with an estimated work time of up to 40 hours per month.