



Executive Director Job Description

Illinois Prairie Community Foundation connects people who care with causes that matter.

Overview:

Position Summary:

The Executive Director provides leadership and direction in fulfilling and advancing the mission of the [Illinois Prairie Community Foundation](#) (IPCF). The Executive Director is responsible for leading IPCF in the achievement of its operational and strategic goals including the success of IPCF's fund and donor development, fiscal management, grants and program operations, board relations, human capital management, community relations, and administrative matters. [Learn more about IPCF.](#)

Supervisor:

Responsible to the Board of Directors, reports directly to the President of the Board of Directors.

Direct Reports:

- Grants & Communications Director
- Business Manager

Position Type:

Full-time, exempt

Roles and Responsibilities:

Fund Development:

- Develop, implement, and manage a comprehensive, multi-faceted fund development program (donor advised funds, planned gifts, special funds, grants, etc.) that drives asset development and growth of the IPCF's portfolio.
- Steward current donors and fund holders to cultivate new investment opportunities for positive community impact.
- Cultivate new donors and sources of philanthropic support through major gifts and planned giving to increase IPCF's portfolio and grow its endowment.
- Build and maintain relationships with financial advisors, attorneys, CPAs, and other professionals to ensure they are aware of philanthropic opportunities offered by IPCF for their clients.
- Leverage relationships with the Board of Directors and standing committee members to cultivate new opportunities for community investment through IPCF.
- Oversee maintenance of donor database for prospective, current, and former donors.

Board of Directors Relations:

- Confer regularly with the board President on IPCF operations, organizational goals, community partnerships, and asset development.
- Support the President, other officers, and committee chairs in making recommendations and implementing policies.
- Develop board meeting agendas in consultation with the President.
- Maintain records of the board of directors including but not limited to organizational bylaws, board and committee meeting minutes, board and committee member service records, and potential board and committee member recruitment records.
- Attend all meetings of the board and relevant committees in ex-officio, non-voting capacity. At board meetings, report on current initiatives, future opportunities, and review of staff work.
- Serve as a liaison to all standing committees, ad hoc committees, and task forces. Assist with the facilitation and preparation of information and materials needed by each committee, coordinate the work of committees to avoid overlap or gaps in progress toward accomplishment of goals.
- Assist with the facilitation and execution of board and committee goals to move the work of IPCF forward.
- Work closely with the President and Governance Committee in the recruitment of new members of the board and committees and onboarding of all new members.
- Between meetings, keep board members informed on relevant activities and initiatives.

Staff Oversight:

- Recruit, select, and supervise staff including, but not limited to, creation of job descriptions, maintaining personnel files, professional development, administering benefits, overseeing payroll, and other day-to-day human resource needs.
- Cultivate and maintain a positive work environment that encourages staff to excel in their roles and fosters effective working relationships across different functional areas.
- In consultation with legal counsel and the Executive Committee of the board, maintain and update the employee handbook to stay relevant with state and federal laws and the evolving needs of IPCF.
- Conduct annual employee evaluations to assess staff performance and development.
- Make staff salary recommendations to the Personnel Committee for their approval and adoption in the annual budget.

Fiscal Management

- Oversee day-to-day operations including, but not limited to, finances (budgets, investments, audits, and asset custodians), risk management, administration, and asset development to ensure the stability, growth, and continued financial success of IPCF.
- Provide leadership and oversight in IPCF's financial and investment management functions to ensure prudent administration and accountability to community, donors, grantees, and board.
- In consultation with the Finance & Budget Committee, create the annual budget for approval of the board at its June meeting.
- In consultation with the Investment Committee, manage the relationship with IPCF's portfolio manager and make recommendations to ensure financial growth and success.

- Work with external accountants to ensure proper accounting and reporting of Foundation funds and operational budget.
- Supervise internal accounting practices, establish operational fiscal policies and procedures, and maintain all fiscal records.

Administration

- Serve as the principle liaison with auditors, legal counsel, investment managers, professional advisors, fund donors, and prospective donors.
- Implement and monitor all board policies and processes and recommend changes, as needed to better IPCF's operational practices.
- Develop, maintain, and monitor IPCF's strategic plan and supporting goals.
- Serve as a public spokesperson for IPCF.
- Utilize communication and marketing with donors, fund holders, professional advisors, volunteers, and key stakeholders to promote IPCF's programs, giving opportunities, and successes.
- Participate in community foundation-related groups such as Central Illinois Charitable Gift Planners and Alliance of Illinois Community Foundations.
- Oversee compliance with and re-accreditation with the Community Foundations National Standards.
- Builds and maintains relationships within the state and national community foundation systems.

Program Management

- Oversee the administration of IPCF's grant making programs within board-approved policies and procedures.
- Supervise IPCF's asset development function to ensure the flow of resources to its grants, community service activities, and internal operations.
- Oversee IPCF's philanthropic programs to ensure they address community needs within IPCF's service area.
- Exercise leadership in regularly informing the board, committees, staff, and potential grantees of critical community needs and issues.
- Work with staff and key stakeholders to ensure IPCF's programs are serving all communities within our service area.
- Ensure Giving Circle administrative needs are met and programs continue to develop to meet community needs.
- Serve as IPCF's primary representative in the community. Be an active ambassador for IPCF through participation in events and outreach activities through service clubs, chambers of commerce, community events, etc.
- Actively seek opportunities to speak to groups and on occasions that will further illustrate IPCF and spread awareness of the important work it does.

Technology Proficiency Requirements:

- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, Teams, and Zoom.
- Experience with Crescendo Interactive, and Foundant's CSuite & GLM and Adobe Acrobat is preferred.
- Familiarity with Microsoft SharePoint and Office 365, is helpful.
- Be the owner and daily user of a smartphone and have strong familiarity with the function and use of apps.

Education, Experience, & Residence Requirements:

- Bachelor's degree in a relevant field with an emphasis on business administration or organizational management.
- Five-plus years proven leadership in non-profit or other relevant administration. Experience in planned giving, major gift fundraising, business administration, fiscal, and/or foundation management is required.
- Certified Fund Raising Executive (CFRE) certification preferred, but not required.
- It is required that the person filling his position live within McLean County and preferably within the corporate limits of the City of Bloomington, IL or Town of Normal, IL.
- Commitment to personal professional development and continuing education.

Skill & Knowledge Requirements:

- Self-disciplined, self-starting style, accustomed to working without supervision but capable of supervising and motivating others.
- Ability to problem solve and take initiative.
- Effective with time management and ability to juggle multiple competing priorities.
- Strong organizational skills and detail oriented.
- Ability to work with diverse groups from various geographic and political perspectives to achieve a common goal and move the IPCF strategic agenda forward.
- Strong oral and written communication skills.
- Ability to raise substantial funds from individuals, businesses, private foundations, etc.
- Ability to work collaboratively with community leaders including executives of other charitable organizations.
- Capacity to determine community needs and to evaluate funding requests with patience, open-mindedness, mature judgment, and imagination.
- A passionate commitment to the philanthropic sector generally and to the betterment of the community served by IPCF.
- Ability to learn quickly and monitor Foundation activities in a field of complex legislation and regulations.

Travel and Workday:

- Availability between the hours of 8:00 am – 4:30 pm Monday through Friday.
- Occasional day travel or overnight travel may be required.
- Must possess and maintain a valid driver's license with access to reliable transportation.
- This position is in-person on-site at IPCF office.
- Expected to work early mornings, late evenings, and weekends as IPCF and community events demand.