Kenosha Community Foundation  
Executive Director

Mission Statement: Helping people to enhance the present and insure the future of the Kenosha Community. The Executive Director of the Kenosha Community Foundation (the “Foundation”) reports directly to the President of the Board of Directors (the “Board”) and operates under the direction of the Board, within the policies established by the Articles of Incorporation, By Laws, Policies & Procedures as duly adopted and as consistent with all applicable federal, state, and local laws. This is a leadership position responsible for advancing the mission and vision of the Foundation at the direction of the Board.

Key Responsibilities:
1. Administrative
   - Strategic Planning: Establish and execute annual and long-range plans.
   - Personnel: Responsible of staff hiring, development and job performance.
   - Board Activities: Supports reallocation, orientation and development.
3. Grants, Scholarships & Gift Programs: Responsible for documenting and adhering to all contract terms per donors and guidelines.
4. Foundation Development and Fundraising.
   - Active involvement with existing donors.
   - Proactive outreach and development activities for contributions and prospective donors.
5. Community Awareness Marketing
   - Leads all outbound engagements and participation at community events.
   - Responsible for implementing use of all media sources to promote the Foundation.
   - Volunteer Management: Engages with, develops, and supports volunteer base.

Administrative Responsibilities:
1. Strategic Planning.
   - Execution of strategic plans and development of both annual and long-term goals consistent with the mission and vision of the Foundation.
   - Prepare specific tactics and activities with plans to achieve goals as set forth by the Strategic Plan.
   - Monitor and adjust the Strategic Plan based on current events and community needs.
   - Acts with Board approval and reports on progress to the Board.
2. Personnel
   - Provide day to day leadership, management, and oversight.
   - Ensure that personnel policies are clear and well-communicated.
   - Develop position descriptions and make assignments.

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• Recruit, hire, train and/or release staff: maintain appropriate personnel records.
• Conduct periodic staff meetings and work with staff to develop work plans, staff objectives and prioritization of workload as necessary.
• Prepare timely performance reviews for staff, based on position descriptions linked to the Foundation’s strategic plan.
• Monitor salary levels and make appropriate recommendations within budgetary guidelines.
• Arrange training and professional development opportunities for staff.
• Work with the Board to address staffing needs.

3. Board Activities

• Serve as the principal advisor to the Board in its efforts to achieve Community Foundation goals.
• Conduct on-going Board education, evaluation, and orientation of new members.
• Serve as ex-officio member of all standing committees or designates an appropriate staff liaison.
• Maintain communication with the Board.
• Ensure Board decisions are implemented according to appropriate timelines.
• Be knowledgeable and inform the Board of community and national issues that affect community foundations and the industry as a whole.

Fiscal Management:

• Ensures compliance with all rules and regulations, including adherence to ethical, sound and prudent business practice. Includes responsibility to adhere to the highest standards of integrity, transparency, and professionalism regarding operations and all financial matters.
• Ensures investment guidelines established by donors and approved by the Board are adhered to and followed.
• Uses financial information to identify and implement cost containment or reduction programs and ensure expenditures are accurate and follow policies and procedures.
• Administer fiscal policies and procedures as approved by the Board.
• Work with the Foundation’s Treasurer and Finance Committee to see that appropriate financial information is maintained, timely reports are prepared, and the Board is well informed concerning financial matters.
• Ensure appropriate financial controls are in place and are followed.
• Prepare an estimated annual operating budget for recommendation to the Finance Committee.
• Serve as liaison to outside financial and other advisors such as CPA, Attorneys, Consultants, Auditors, and Investment Managers.
• Monitor the operating budget on an ongoing basis.
• Review and approve all operating expenses.
• Review and approve necessary timesheets and ensure accurate and timely processing of payroll.
**Grants, Scholarships, and Gift Programs:**
- Provide oversight for donor development, pooled investments and grant making programs; includes oversight of grant application process and committee reviews.
- Maintain an awareness of community needs and interests as they relate to the Foundation’s goals and mission.
- Identify creative and collaborative opportunities with other funding sources.
- Oversee staff in administering scholarships and the grant making programs of the Foundation within the policies and procedures established by the Board and in accordance with the Fund Agreements.
- Work with the appropriate committees to provide consultation to nonprofit organizations.
- Seek ways to proactively respond to community needs and make recommendations to the Board for specific actions.
- Ensure all programs are operated in an efficient and effective manner and that the Board has the appropriate governing policies in place for staff members to successfully execute programs.

**Foundation Development and Fundraising**
- Serve as the principal advisor to the Board and in its efforts to expand the Foundation’s financial resources.
- Oversee all special events, personal solicitations, grant writing, fundraising campaigns, and/or activities as defined by the Board.
- Maintain good relationships with existing donors.
- Develop and implement solicitation and cultivation plans for new donor contributions and establishment of new funds under the Foundation’s authority.
- Identify and develop additional funding prospects in partnership with staff and Board.
- Understand and promote various charitable giving tools including but not limited to, scholarships, planned giving, and memorial giving options.
- Professional Networking: Create opportunities for public speaking engagements.

**Community Awareness/Marketing**
- Serve as spokesperson for the Foundation and be its principal representative to the public.
- Actively seek and promote opportunities to educate citizens and community leaders on the Foundation’s mission.
- Initiate, coordinate, attend and actively participate in community initiatives that are consistent with the Foundation’s mission, vision and/or strategic plan.
- Oversee and coordinate external marketing initiatives which includes all print, radio, direct mail, website, social media, public speaking, and professional networking activities.
Compliance and Management Risk

- Understands and adheres to policies, procedures, regulations and laws for community foundations and actively works to protect the assets and reputation of the Foundation.
- Report concerns or violations to Board Executive Committee.
- Oversees Annual Audit.

Job Requirements: Education, Knowledge and Skills

- Bachelor’s Degree required, Master’s or JD Degree preferred. An equivalent combination of education and experience may also be considered at the discretion of the Search Committee.
- 5 years-experience in management of a non-profit organization.
- Proven success and expertise in fund-raising.
- Creative problem-solving skills and possess the ability to lead at a senior management level, build consensus, and motivate staff to achieve a high level of performance.
- Accountability for assessing, developing, and coaching direct reports in behaviors and skills necessary to support long-term business goals.
- Strong communication, problem solving and decision-making skills.
- Strong knowledge of relevant products and services.
- Involvement in community activities and marketing events to enhance market presence.