



## **Martha's Vineyard Community Foundation**

### **EXECUTIVE DIRECTOR**

- **OVERVIEW:**

Martha's Vineyard Community Foundation (the "Foundation") is overseen by a Board of Directors of Island residents and is dedicated to improving the quality of life across the Island. Since its founding in 1982, the Foundation has provided over \$11.5 million to more than 200 Island non-profits and initiatives, and scholarships to over 1,800 Island students, while simultaneously building and prudently stewarding an endowment to serve as a source of funding for the Island's future needs. It manages over 50 donor funds valued at more than \$15 million. Its goal is to enhance and improve Vineyard life in partnership with its donors.

- **POSITION DESCRIPTION**

The Executive Director is engaged in promoting philanthropy, and expanding the role and visibility of the Foundation. The Executive Director leads and manages the Foundation's organizational planning, community relations, donor development, fund raising, fund management, brand expansion, community investment, and partners with other nonprofits and agencies to drive positive community change. The Executive Director has overall responsibility for the management and oversight of the Foundation's day-to-day activities and operations. S/he reports to the Board of Directors (the "Board") of the Foundation.

- **CORE COMPETENCIES**

Strategic Leadership/Vision | Relationship Building | Decision Making / Judgment | Self Starter | Trust Building | Organizational Leadership

- **DUTIES AND RESPONSIBILITIES**

#### **Board Relations and Organizational Visioning, Planning, and Development**

- Work as an effective partner with the Board in providing vision, strategy, and leadership.

- Confer regularly with the Chair of the Board. Work as a team member with the Chair, officers, and various committee chairs to implement Board decisions. Assist with the development of goals and long-range planning and progress reports.
- Assist the Chair in planning and preparation of Board and Committee agendas. Supply supporting information on relevant issues, and develop strategies for implementing Board decisions.
- Attend all Board meetings and the majority of all other standing committee meetings. Provide the Board with complete, accurate and timely reports.
- Responsible for ongoing Board education and development in regard to the Foundation's activities.

### **Marketing, Public Relations, Community Partnerships & Community Leadership**

- Serve in the capacity of community leadership. Responsible to partner with other community leaders to help develop and implement initiatives that enhance the community.
- Serve as a spokesperson for the Foundation for the media and to the general public. All communication is presented in a politically neutral manner. Represent the Foundation in the community to increase awareness of the value of giving to and through the Foundation.
- Expand brand awareness of the Foundation as a valuable, relevant community asset.
- Build community partnerships with nonprofit organizations, donors and community leaders that result in identifying and clarifying vital community needs.
- Develop and implement high quality, sustainable communications as required.
- Develop and oversee the administration of the Foundation's grant making and scholarship program and process.
- Meet existing and potential partners to develop new fund agreements, provide fund updates, assist with fund development and asset growth.
- Direct and expand nonprofit community resources.

### **Advancement and Donor Relations**

- Work in concert with Board to develop and implement a comprehensive fund development program that meets established strategic plan goals.
- Represent the Foundation with major donors, prospects, nonprofit agencies, and businesses to cultivate relationships and foster giving to and through the Foundation.

- Provide overall direction, coordination and implementation of the Foundation's activities including: foundation, corporate and individual major donors, planned giving efforts, capital campaigns, and events.
- Ensure responsive relationships with donors and a donor relations plan aimed at meeting donor needs and expectations and strengthening partner relationships.

### **Finance, Operations, and Organizational Management**

- Develop the annual operating budget and review with the finance committee; monitor and report regularly to the Board on incoming revenue estimates, asset growth, and performance.
- Provide oversight for proper administration of the fiscal policies and procedures as developed by the Finance Committee. Supervise the operations of the accounting system and all fiscal, fund and donor records.
- Periodically review administrative fees to ensure they are in line with industry standards and properly cover the work involved with that type of fund.
- Attend all Investment committee meetings.
- Manage and administer the day-to-day operations of the Foundation.
- Maintain professional relationships through affiliation with Mass. Community Foundation Partnership and other state, regional and national professional philanthropy networks.
- Ensure that policies and procedures are in place to allow the Foundation to function in an ethical, legal, cost-effective, and efficient manner. Ensure that the Foundation follows Board adopted Bylaws, Articles of Incorporation, Resolutions, Fund Agreements, and any other contracts or agreements.
- Drive asset development consistent with Strategic Plan.

- **QUALIFICATIONS**

Visionary leader; strong understanding of (or demonstrated ability to learn) the Martha's Vineyard community; sound judgment; personal integrity; ability to understand complex issues and challenges; creative problem solver; critical thinker; board management skills; broad nonprofit knowledge; experience working with committees, boards and donors; well-organized self-starter; resourceful; motivated; excellent oral and written communication skills; ability to multi-task; excellent interpersonal and customer service skills; strong computer skills and experience or proficiency in learning new cloud based platforms.

- **EDUCATION AND EXPERIENCE**

Bachelor's degree is required and advanced philanthropic training is preferred. Five to seven years related professional experience is desired. A proven record of job advancement in leadership positions is expected. Must possess an understanding of and ability to analyze current and future financial resources needed to achieve the organization's strategic plan; must be knowledgeable regarding charitable giving and regulations relative to the field; must possess the financial acumen necessary to successfully lead an organization the size of the Foundation; must be able to set an inspiring vision and provide motivating leadership for the Board and staff of the Foundation.

- **RESIDENCE**

The employee is required to reside on Martha's Vineyard.

- **SPECIAL REQUIREMENTS**

The duties and accountabilities outlined in this Job Description are not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. This job position may require an individual to work hours outside a normally defined workday or workweek.

**Interested candidates - please submit a cover letter of interest and resume to [apply@marthasvineyardcf.org](mailto:apply@marthasvineyardcf.org) by August 30, 2022. Compensation will be commensurate with experience.**