



President

Name:

Title: President

FLSA: Exempt

Reports to: Okoboji Foundation Board of Directors

Date:

POSITION DESCRIPTION

The President is primarily involved in fundraising, promoting philanthropy, and expanding the visibility and viability of the Okoboji Foundation. The President will serve with a passion for the Iowa Great Lakes region. The President leads and manages the Foundation's organizational planning, donor development, fundraising, asset growth in Family of Funds, brand expansion, marketing, community investment and partnering. The President has overall responsibility for management and oversight of the Okoboji Foundation's day-to-day activities and operations. They report to the Okoboji Foundation Board of Directors and are an employee of the Community Foundation of Greater Des Moines, Okoboji Foundation's host foundation.

CORE COMPETENCIES

Strategic Leadership/Vision | Coaching & Mentoring | Organizational & Political Savvy | Relationship Building | Decision Making /Judgement

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 and Executive Committee of the Board of Directors. Work as a team member with the Board 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 Executive Committee agendas. Supply supporting information on relevant issues, and develop strategies for implementing Board decisions.
- Attend all Board and Executive Committee meetings and the majority of all other standing committee meetings. Provide the Board and Executive Committee with complete, accurate and timely reports.
- Responsible for ongoing Board education and development in regard to Okoboji Foundation, philanthropic partnerships with Community Foundation of Greater Des Moines and Lakes Community partners in the Okoboji Foundation's Family of Funds structure.

Advancement and Donor Relations

- Work in concert with Board and staff to develop and implement a comprehensive fund development program that meets established strategic plan goals.
- Represent the Okoboji 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, grants for vital capital projects, planned giving efforts, capital campaigns, events and Family of Funds asset development efforts.
- Ensure responsive relationships with donors and a donor relations plan aimed at meeting donor needs and expectations and strengthening Family of Funds partner relationships.

Finance, Operations, and Organizational Management

- Develop the annual operating budget; 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 Executive and Finance Committee. Supervise the operations of the accounting system and all fiscal, fund and donor records.
- Manage and administer the day-to-day operations of the Okoboji Foundation.
- Provide leadership, management and direction to Okoboji Foundation staff and colleagues. Lead development of staff tactical planning and evaluation.
- Maintain professional partnerships through affiliation with Community Foundation of Greater Des Moines; also state, regional and national professional philanthropy networks.
- Ensure that policies and procedures are in place to allow the Okoboji Foundation to function in an ethical, legal, cost-effective and efficient manner. Ensure that the Okoboji Foundation follows Board adopted Bylaws, Articles of Incorporation, Resolutions, Fund Agreements and any other contracts or agreements.

Marketing, Public Relations, & Community Partnerships

- Serve as a spokesperson for the Okoboji Foundation for the media and to the general public. Represent the Foundation in the community to increase awareness of the value of giving to and through the Okoboji Foundation.
- Expand brand awareness of the Okoboji Foundation as the Community Foundation for the Iowa Great Lakes Region, the Center Point of Giving and 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 such as Report to the Community and Annual Investor's Presentation to reach key donors, prospects, Family of Funds partners, business and governmental leaders and the public at-large.
- Develop and oversee the administration of the Foundation's grant making program and process.
- Develop, direct and expand nonprofit community resources such as Youth in Philanthropy, Professional Financial Advisor networking and Lakes Nonprofit Partnership Summit.
- Meet existing and potential Family of Funds partners to develop new fund agreements, provide fund updates, assist with fund development and asset growth as an affiliate of Community Foundation of Greater Des Moines.

Qualifications

Visionary leader; mature judgement; high integrity; ability to understand complex issues and challenges; creative problem solver; critical thinker; strong management skills; broad community and nonprofit knowledge; experience working with volunteers, 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 and internet research skills.

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 Okoboji Foundation; must be able to set an inspiring vision and provide motivating leadership for the Board and staff of the Okoboji Foundation.

Supervisory

Provide direct supervision to Executive Assistant.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

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 overtime and/or hours outside a normally defined workday or workweek.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list 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. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Supervisor

Date

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.