

The Community Fund of Bronxville, Eastchester, Tuckahoe Inc.

Executive Director Job Description

5/22/2017

Mission Statement

The Community Fund of Bronxville, Eastchester, Tuckahoe Inc. ("The Community Fund") is a nonprofit corporation organized to provide funding and support for local agencies serving the health, education and welfare needs of local residents.

Summary

The Community Fund is a 501(c)(3) charitable fund-raising organization. The Executive Director supports the Board of Directors in its goal to fund agencies and projects that meet the highest community needs and priorities. The Executive Director manages all aspects of the fundraising process, the evaluation of agency recipients, the allocation of grant funds, all office administration, including personnel, and publicity.

Skills Requirement

To be considered for the position, candidates should be able to demonstrate leadership with not-for-profit groups and experience in fund-raising and working with volunteers and community members. Knowledge of the Bronxville, Eastchester, and Tuckahoe communities is also necessary. The Executive Director must have a good working knowledge of accounting and banking. Knowledge of the E-Tapestry database and QuickBooks accounting software is beneficial.

Primary Functions:

Fund-Raising/ Public Relations/ Program Evaluation

1. Manage all Fund-Raising, including the planning and implementation of:

Annual Campaign: The Executive Director is responsible for managing the overall Board in an effort to effectively support fundraising activities, adding to the efficiency and effectiveness of the Board's overall efforts during the annual fundraising period. In addition, the Executive Director supports the board's efforts in the identification and solicitation of major donors and gifts by means of personal solicitation, culling and updating of the potential donor lists (both new and old), implementing the efficient use of donor-tracking software systems, and streamlining office procedures to support Board fundraising activities. In summary, the goal of the Executive Director is to develop realistic annual fund raising targets and to implement strategies to identify, cultivate, and solicit major donors.

Annual Golf Outing: The Executive Director supports the Golf Committee's activities throughout the year, helping to identify and secure an annual commitment from lead Golf Outing supporters (major sponsors), tee-sign donors, and prize donors.

100th Year Anniversary Ball (2019): The Executive Director will support the 100th Anniversary Committee in its efforts to identify and secure a venue, major supporters and prize donors.

2. Coordinate, Implement, and Manage the Public Relations Program:

The Executive Director will support the Marketing Committee's efforts in creating, implementing, and managing the CF public relations program. This includes The Executive Director representing the CF at social gatherings, business functions, and in day-to-day operations, interfacing with local government, clergy, and school officials. The Executive Director operates as a 24/7 public advocate of the CF within our local community and consistently delivers an on-point message to the public regarding our mission. In addition, the Executive Director is responsible for monitoring recipient agencies with regards to their commitment to "soft sell" the CF name to the local community.

3. Manage the Evaluation of all funded agencies and projects:

Manage the Agency Evaluation Process: The Executive Director fully supports the ongoing operations of the Evaluation Committee, empowering the group to independently perform their work. In addition, the Executive Director develops and maintains an extensive knowledge of both the recipient agencies and their respective operational personnel (Paid Staff, Board Members, and Volunteers), providing a great degree of continuity and support to both the Evaluation Committee and the Board at large. The Executive Director reviews and when necessary assists, in the thorough preparation of the agencies' application filing documents, streamlining the process for both the CF Board and Evaluation Committee.

Review New Requests for Funding: The Executive Director reviews new grant recipient candidates, providing the Evaluations Committee with a significant amount of due diligence and background information-to efficiently evaluate the agency or one-off grant request. While not a voting member, the Executive Director assists in defining the relevant issues and keeping the Board in-touch with the needs of the community.

Provide Administrative and Technical Support for Member Agencies: The Executive Director, upon occasion, organizes seminars and meetings to provide the recipient agencies and projects with fundraising, administrative and technical support. The Executive Director organizes the Agency Annual Meeting providing on opportunity for networking and on occasion a speaker for the group.

Develop New Programs and Projects in Response to Community Needs: The Executive Director, upon occasion, interfaces with the CF Board and the community-at-large to evaluate a number of programs designed to assist the local community, recipient agencies, and one-off grant applicants with meeting certain logistical challenges.

4. Communicate with and support Current, Former & Honorary Board Members and Donors:

Support Current Board Members: Throughout the year, the Executive Director provides a high level of continuity, enabling both existing and new Board Members to fulfill their responsibilities. The Executive Director provides information on a timely basis to ensure that the Board is fully prepared for upcoming meetings or events and be responsive to Board questions or concerns by providing meaningful answers or input on a broad array of CF issues. It is the Executive Director's responsibility to keep the Board abreast of critical-path issues, protect them from "incidental or ancillary information", and respect their individual ability/capacity to serve the CF as a volunteer. Therefore, the Executive Director determines an "appropriate" amount of information that is required for the Board to adequately perform their duties without becoming burdensome, so as to impartially assist the Board with the decision making process.

Effectively Communicate with Former and Honorary Board Members: Recognizing that it is important to keep these former members of the CF hierarchy abreast of recent CF developments, and, where appropriate, solicit their opinions on issues that may arise, the Executive Director, from time to time, communicates with former and Honorary Board Members, including hosting an annual breakfast or other event for past leaders.

Manage The Fund's Website / Social Media Presence: The Executive Director is responsible for keeping the Fund's internet presence updated, which includes the Community Fund website, Facebook page, and any other social media accounts

5. Organize Executive Committee, Board, Sub-Committee, and Annual Meetings:

The Executive Director is responsible for scheduling all meetings, working with the CF President to prepare the agenda, distributing materials, and providing all support necessary to create an "environment for success", while striving to minimize the process and volume of Sub-Committee meetings to avoid "Board burnout".

Financial & Internal Office Management

1. Manage Financial Accounts and Monies:

The Executive Director is responsible for the development, implementation, and maintenance of procedures and systems to manage the annual flow-of-funds (including working capital accounts, investment and endowment funds, general checking, cash, etc.)

2. Ensure Accuracy of Financial Statements:

The Executive Director provides timely and accurate financial information (Income Statement and Balance Sheet) to the Board, donor base, and the general public to maintain both a high degree of accuracy and transparency. In addition, the Executive Director must have a deep understanding of the CF's overall operations, keeping the Board fully informed of our current financial status.

3. Manage the Annual Audit Process:

As required, the Executive Director works closely with the independent accountants and auditors to ensure the annual audit process is performed effectively.

4. Prepare Annual Budget for Review:

The Executive Director must develop a thorough understanding of the overall operations of the CF, facilitating the preparation and delivery of the annual budget for review by the Treasurer, Executive Committee, and the general Board. This information enables the CF to determine and prioritize goals for the upcoming calendar year, re-focusing the Board's attention on issues of importance.

5. Manage Office Administration:

The Executive Director strives to maintain an office environment that maximizes the ability of the CF to spend donor dollars in an efficient and cost-effective manner, routinely evaluating procedures and systems to ensure that a cost-effective environment is maintained.

6. Manage Personnel Policy and Staff:

The Executive Director hires, train, and manage a staff to efficiently and cost-effectively respond to the potential workload, ensuring compliance with all applicable personnel policies. The Executive Director is required to prepare and deliver an annual review for each staff member and update employee benefits, as necessary.

7. Ensure Compliance with All Applicable Federal and State Laws:

The Executive Director must ensure compliance with all applicable Federal and State laws, be well informed on employment documentation, procedures, and financial reporting requirements, and stay current on the rules, regulations, best-practices, and reporting requirements for 501(c)(3) charitable fundraising organizations.

Details:

4-5 days per week with flexibility due to evening/weekend meetings and events.

Six (6) weeks' vacation to coordinate with scheduled office closings (i.e., public school breaks, week of July 4th and August – Labor Day) or otherwise approved by Board President.

Two (2) personal days and two (2) sick days. Traditional Federal/Bank Holidays.