General Description
The Executive Director is responsible for directing all aspects of the Yampa Valley Community Foundation with oversight and direction from the Board of Trustees. Duties include establishing and executing a clear, compelling strategic vision for the Foundation and nurturing meaningful relationships with Board of Trustees, Donors, Nonprofit Organizations and Community Leaders throughout the Yampa Valley to advance the mission of the organization. The position is visible, accessible and accountable to all constituents.

Primary Responsibilities

Strategic Leadership: In cooperation with the Board of Trustees and staff, develop, execute, and update the strategic vision for the Foundation, ensuring the Foundation continues to pursue innovative opportunities while maintaining its long-term sustainability. In conjunction with the Board, develop the goals, objectives, and policies of the Foundation and ensure that all operations align with the Foundation’s mission and vision. Serve as chief spokesperson for the Foundation and forge strong relationships with the nonprofit, business, government and community leaders essential to the Foundation’s success. Create high visibility and brand for the Foundation and engage the community in the mission and work of the Foundation, including multi-dimensional aspects of philanthropy and community engagement. Demonstrate leadership of the Foundation in community activities beyond the internal duties of this position.

Resource Development: Direct all asset development programs including cultivation and solicitation of individuals, families, corporations, foundations, professional advisors and nonprofits. Work in partnership with the Board of Trustees in meeting annual goals and objectives for growth. Cultivate potential sources of donations to the Foundation, recommend strategies and execute adopted plans. Increase knowledge of new techniques of securing donations for the annual and endowment funds. Attract new donors and recognize and grow current donors. Emphasize development of current and future endowments, planned giving and benefits of giving to and through the Foundation. Encourage estate gifting.

Community Relations: Promote healthy relationships between the Foundation, community organizations and community leaders. Keep informed of community needs by building relationships with community and government stakeholders. Maintain awareness of community activities and challenges. Maintain an informed but unbiased approach to community issues. Represent the Foundation at community, regional, state and national meetings.

Administration: Supervise the day to day operations of the Foundation. Manage full and part-time staff, providing guidance, direction and support to achieve the goals of the organization. Develop and maintain an environment in which high quality products are developed and in which staff grow professionally. In conjunction with the Board of Trustees, develop and execute a succession plan that ensures continuity of Foundation and community leadership. Ensure all applicable legal and regulatory requirements are satisfied at state and national level. Maintain compliance for all employment, tax, IRS, National Standard rules and regulations. Abide by all Foundation policies and governing documents. Keep abreast of changes in laws and best practices for community foundations.
Job Description – Executive Director

Board of Trustees Relations: Provide leadership, administrative support and assistance to the Board of Trustees. Develop, with the Board of Trustees, plans and programs to carry out the mission of the YVCF. Implement policies and decisions established by the Trustees. Confer regularly with the Board Chair and Executive Committee to work as a team in developing goals and long-range planning, and reviewing progress toward goals. Build relationships with Board members. Educate and develop Board members, engaging them in their interest areas. Work with the Board to build on their solicitation efforts. Assist in the identification, recruitment, and orientation of new board members.

Other duties as directed by the Board of Trustees.

Oversight Responsibilities

Passport Club: Oversee program with the Steamboat Ski & Resort Corporation and supervise the Passport Club Manager. Maintain close working relationship with Steamboat Ski and Resort Corporation to insure mutual benefit for both organizations. Engage Passport Club members with the Community Foundation and grant recipient organizations to increase their interest and involvement. Cultivate members to support the Foundation financially in addition to continuing their Passport Club membership.

Finance: Supervise and assist the Finance Director with all fiduciary and investment responsibilities of the organization. Oversee fiscal policies and procedures as developed by the Trustees. Work with the Audit Committee to safeguard assets entrusted to the Foundation. Oversee the Investment Committee and work closely with Investment Manager. Coordinate with staff to develop annual budget and monitor monthly for adherence. Build relationships with attorneys, trust officers, and other financial advisors to further the goals of the Foundation for the benefit of donors and the community. Prepare financial analyses required for planning and evaluation.

Grants and Scholarships: Supervise and assist the Community Impact and Donor Engagement Managers with the goal of building both the grant making ability of the Foundation and the cultivation of donor participation to enable the Foundation to increase community impact. Create opportunities to build both organizational and local nonprofit capacity to address challenges within the Yampa Valley. Convene groups to discuss issues as needed, attend and participate in community meetings. Build relationships and collaborate with other nonprofits. Assist in the development of both existing and new donor engagement opportunities. Ensure grant and scholarship policies and procedures of the organization are administered in an ethical and efficient manner.

Classification

Executive Director is an exempt, full-time position that reports directly to the Board of Trustees.

YVCF is an equal opportunity employer and does not discriminate on the basis of race, disability, religion, gender, age, sexual orientation, military status, or any other protected classification.