

***JOB DESCRIPTION
EXECUTIVE DIRECTOR
MIAMI COUNTY FOUNDATION***

Accountability: The Executive Director is directly responsible to the Board of Directors, working in a team relationship with the President of the Board.

Status: Full Time - Salary Exempted

Position Summary:

To provide professional leadership and assistance to the Officers and Board of Directors in making the Foundation an effective, viable organization; to administer the implementation of Board policies and plans toward the accomplishment of the Miami County Foundation goals; to support the Board of Directors for the entire operation, growth, and development of the Foundation and to be responsible for the day-to-day management of the Foundation's affairs.

Qualifications:

- Demonstrated effective leadership in organizational and administrative skills.
- Working knowledge of the concept and purpose of foundations and the grant making process.
- Ability to communicate and work with the public.
- Possess strong oral and written communication skills.
- Understands and has knowledge of resources and needs of the community.
- Two years of fiscal management experience.
- Computer literate to include Microsoft and Peachtree.

Duties and Responsibilities:

Administrative

- Provide guidance and recommendations to the Board with respect to policies and procedures and implements all decisions.
- Serve as an ex officio member of all standing committees, supports work of the committees and prepares minutes of all meetings.
- Coordinate activities with professional advisors, i.e. auditors, legal counsel, investment managers, etc.
- Assist committees to develop and implement annual work plans.
- Provide the Board and committees with all data and reports to enable them to carry out their responsibilities.
- Assure that the Foundation's physical properties are properly and adequately maintained.

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Fiscal Management:

- Record Foundation receipts and disbursements and prepare other documents in accordance with internal control policies.
- Prepare annual accounting work papers as requested by outside professional accountants and auditors.
- Adhere to all federal and state legal requirements.
- Assist the Investment Committee in monitoring the investment of Foundation funds in accordance with the Investment Policy.
- Maintain necessary relations with the investment managers.

Grants and Scholarships:

- Work in coordination with Grant and Scholarship Committees to facilitate the grant making process.
- Maintain a supportive working relationship with organizations seeking grants.

Public Relations:

- Works to achieve and maintain a positive visible community image.
- Represents the Foundation and maintains sound relationships with appropriate community groups.
- Cultivate and maintain a good working relationship with local media. Provide press information for pertinent Foundation news.
- Interprets and markets the Foundation through publications, printed material and the like.

Development:

- Assist with the development and implementation of designated funds.
- Administer solicitation plans for individuals and/or businesses.

Other:

- Other responsibilities may be assigned by the Administrative Committee.

Adopted by Administrative Committee 1-8-2018