



211 E 2nd St Suite #2  
2nd Street Community Center  
Marshfield, Wisconsin 54449  
director@marshfield.foundation

## **JOB DESCRIPTION**

**Organization:** Marshfield Area Community Foundation, Inc.

**Position Title:** Executive Director

**Reports To:** Board of Directors

### **Position Requirements:**

Displays a complete commitment to the mission of the Foundation, a deep understanding of the diversity of the service area and its needs, a willingness to listen to varied interests and new ideas, the energy to build on what has already been done, the realization that much can be accomplished through collaboration and small starts, accompanied by the highest personal integrity, standards and professional ability.

### **Position Goals:**

Being dutiful to the will of the Board of Directors of the Foundation, the Executive Director plans, organizes, and coordinates Foundation sponsored activities designed to support the public well-being and to improve the quality of life in the Marshfield Area by:

- Bringing an inspirational vision to the Foundation Board.
- Maintaining and enhancing the philanthropic leadership of the Foundation by identifying and addressing challenges and opportunities in the region and where appropriate at the state wide level.
- Attracting and managing charitable gifts and bequests, mainly in the form of permanent endowments.
- Developing the assets of the Foundation to insure an ongoing process of prudent and creative grants to address current and emerging community needs.

## **MAJOR ROLES:**

### **Leadership:**

- Maintains the highest level of morale, personal and professional growth, motivation and performance with each staff member.
- Proactively brings professional guidance and recommendations to the Board of Directors in matters related to objectives, policies, and long term strategic planning.
- Provides the Board of Directors with complete, accurate and timely reports, data and supporting information to enable them to carry out their responsibilities. Ensures that reports provided by professional advisors in matters relating to audits and financial reporting, legal counsel, public relations and other consultants are provided to the Board of Directors.
- Develops collaborations and partnerships in the region. Serve on community committees.
- Directs the planning, preparation of materials and physical arrangements for meetings of the Board of Directors to provide for an efficient and effective



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meeting. Ensures that minutes of meetings are delivered to all members of the Board.

- Proactively seeks the commitment of each member of the Board of Directors by encouraging the full participation and cooperation of all members in open, clear, focused and creative discussion of issues facing the Foundation and the region. Provides background information, definition and alternatives.
- Maintains a professional rapport with each individual member of the Board of Directors. In decisions requiring the approval of the Board of Directors where members may be at odds, in conjunction with the Board Chair, acts as a catalyst for consensus and an advocate for agreement and harmony.
- Confers regularly with members of the Board to keep them informed of challenges, progress, activities and emerging community issues.
- Serves as a liaison to all committees of the Board of Directors and works cooperatively to achieve the committee goals identified in the strategic plan.

### **Fundraising and Public Relations:**

- Develops and carries out strategic and operational plans which emphasize growth in endowment and operating funds.
- Continually strives to build and maintain relationships between the Foundation and current/potential donors and professional advisors.
- Represents the Foundation and participates in meetings with the general public, community groups, local business and civic leaders and other charitable organizations.
- Actively seeks out opportunities to speak for the Foundation before groups and in situations where the interests of the Foundation can be furthered.
- Carries out the public relations responsibilities of the Foundation as defined by the Board of Directors including publicity and publications, press releases and reports. Must be knowledgeable of Microsoft Publisher, InDesign, CS6, Adobe Photoshop. Must maintain a photo library of photo events, taking photos as needed.
- Demonstrates grant writing capabilities.
- Maintain website
- Keeps the Foundation in front of the community using all methods including social media.

### **Management:**

- Manages the establishment and oversight of appropriate procedures as may be required to implement policies and practices adopted by the Board of Directors. Carries out the directives of the Board of Directors.
- Manages the hiring, training, and supervision of staff. Directs the utilization of volunteers in Foundation activities. Ensures the efficient use of professional advisors in audit and financial reporting, legal counsel, public relations and other consultants as may be required by law, common practice of the Foundation or to carry out the directives of the Board of Directors.



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- Provides for regular meetings with staff and volunteers to establish work plans, set goals and objectives, review progress and recognize individual and team contributions.
- Supervises staff operations of the accounting system and all fiscal records.
- Ensures proper maintenance and appropriate security of property and assets of the Foundation.
- Works with the Budget and Finance Committee to develop and maintain the annual operating budget and capital needs of the Foundation for recommendation to the Board of Directors.
- Works with agency who provides accounting services to ensure all financial information is up to date and accurate. Must have a good knowledge of Financial Information Management Software (FIMS) and be able to complete weekly and monthly tasks using the software. The Executive Director will reconcile the trust accounts, and checkbook on a monthly basis as well as report the assets and budget to the Board of Directors.
- Works with auditor to complete yearly audit.
- Works with the Budget and Finance Committee to provide oversight with investments at the provider.
- Complete yearly National Standards certification
- Complete Guidestar certification
- Supervises all ongoing initiatives.

#### **Grantmaking (including scholarships):**

- Maintains an awareness of the needs and interests of the service area as they relate to the mission of the Foundation.
- Communicates the mission of the Foundation and procedures followed by the Foundation in making grants through publications, public meetings and other forums.
- Oversees the grant making function of the Foundation under the direction of the Board of Directors.
- Proactively seeks partnerships with private and corporate foundations for specific community initiatives.
- Maintains online scholarship service. This includes developing the eligibility, application, evaluation and awards.

All other duties as assigned.



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## QUALIFICATIONS

### **Minimum Qualifications:**

- Demonstrated experience in organizational and administrative skills
- Ability to communicate and work with the public
- Willingness and ability to gain knowledge and understanding of the needs of the Marshfield area
- Ability to work independently

### **Preferred Qualifications:**

- Bachelor's Degree or equivalent experience.
- Familiarity with the concept and purposes of foundations and their relationship to their constituencies
- Knowledge of community resources
- Evaluation and research knowledge
- Fundraising experience
- Grant writing and grant management experience

The Marshfield Area Community Foundation is an Equal Opportunity, Affirmative Action, Veterans, and Disability Employer. Women, minorities, veterans, disabled veterans and individuals with disabilities are encouraged to apply.

**Physical Demands:** Those demands typically needed in an office environment. i.e., sitting for periods of time, lifting and moving objects, climbing stairs, walking, reaching, etc. Reasonable accommodation can be made to enable individuals to perform essential duties.

**Work Environment:** The workplace is the usual and customary office environment. Some activities are accomplished outside of the office. Handicap accessible.

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**Submissions:** Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:

- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references

The Marshfield Area Community Foundation will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released.