Mission of the Position:
This position is to provide leadership in identifying and assisting in vision, direction, and actions that meet the mission and vision of the FM Area Foundation, as directed and approved by the FM Area Foundation Board of Directors.

Position Purpose:
• Provide visionary leadership to the FM Area Foundation.
• Develop the strategic planning process and lead the achievement of goals, assessment of outcomes and evaluation of initiatives.
• Promote and enhance broad based philanthropic support of the Foundation.
• Engage donors and connect them to opportunities to improve the quality of life in our community.
• Lead and manage strategies for the Foundation’s growth and its impact in the community.
• Lead collaborative efforts with key individuals, nonprofits, and other organizations that further the mission of the Foundation.
• Work with the Investment Committee, fund managers and staff to ensure responsible asset management and financial administration strategies and practices are utilized by the Foundation.
• Serve as the charismatic spokesperson that accurately conveys the mission and vision of the Foundation.
• Build good will through effective marketing and public relations strategies.
• Lead, manage, and motivate staff to realize goals and mission of the Foundation.
• Engage and understand effective board relationships, so as to meet the mission of the organization.

Knowledge, Skills, and Abilities: Minimum Requirements

Knowledge: Knowledge of nonprofit principles, practices and standards to include finance, budgeting, human resource development, legal processes, marketing and other general business practices. Appreciation for the importance of philanthropy and planned giving and their positive impact of the community is critical.

Education: Bachelor’s degree from an accredited college/university is a minimum. Continued education in legal processes (J.D would be a plus), accounting (CPA certification would be a plus); development, finance, and/or nonprofit organizations are encouraged. Five years of collaborative leadership experience in a nonprofit or business setting is required. Board experience is preferred.

Skills & Abilities: Strong leadership and management abilities and team building skills. Ability to interpret a strategic vision and implement it into an operational model. Ability to work proactively and take initiative to assure successful outcomes is necessary. Excellent interpersonal, oral and written communication skills will be needed. Ability to collaborate with others to prioritize and address community needs. Strong analytical skills. Ability to leverage information systems and software.

Licensure: Valid driver’s license.
Physical Requirements:
The essential functions of this job generally require the employee to meet the following physical requirements.

- Ability to regularly sit for lengthy periods and to reach with hands and arms.
- Manual dexterity of fingers and hands, as well as hand-eye coordination.
- Ability to lift up to 20 pounds.

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

Essential Skills:
- Leadership and management that results in positive and productive outcomes amid competing requirements and interests
- Strategic vision and direction through to implementation that garners broad internal and external commitment
- Board governance to clarify responsibility and accountability for both
- Decision making that leads to effective and timely outcomes
- Collaboration and relationship building across diverse groups that propels action to enhance the quality of life in our community
- Significant capacity to research topics, needs, and potential initiatives in order to provide thoughtful forward movement
- Communication that is engaging, effective and compelling
- Organizational development embracing continuous learning, change management, and a positive culture resulting in superior performance
- Has an understanding of the limits and requirements of community foundations
- Adherence to the highest ethical standards

Essential Functions:

Philanthropy
- Identifies and prioritizes philanthropic opportunities that enhance the quality of life in our community
- Serves as community liaison, making others in the community aware and engaged in philanthropy
- Engages individuals and collaborates with organizations to best serve the mission and vision of the Foundation
- Monitors and collaborates with attorneys, COAs and fund managers to design agreements that fit the donors need
- Remains constantly current in this changing field at the local and national level regarding laws and regulations of foundation work

Development of Resources
- Builds trust with potential and existing donors
- Communicates with attorneys, accountants, trust officers and others, to raise awareness of the Foundation and its role in the community
- Proactively solicits new donors and funds for the Foundation to best serve the community
- Implements effective communications strategies to make potential donors aware of the Foundation
- Builds and deepens relationships with community leaders and develops good will throughout the community

Grantmaking
- Understands community grant-making opportunities
- Oversees the Foundation’s grant-making effectiveness and its impact on the community
- Engages with grantees, other grant-makers, and other nonprofits to identify opportunities for collaboration that benefit the community and specifically the nonprofit sector

Governance and Management
- Implements Board policies
- Implements long-term and short-term plans adopted by the Board of Directors and evaluates progress
• Confers regularly with the Chair of the Board
• Works closely with the Board and trustees in moving the organization forward
• Plans Board and committee meetings and provides background information for Board decisions
• Provides for orientation and training of new Board members
• Prepares with the CFO an annual budget for the Foundation
• Assures the preservation and good stewardship of the assets of the Foundation
• Reviews, amends, and designs as necessary, all agreements
• Recruits, leads, manages, and retains the right people with the talent and skills to meet the needs of the Foundation
• Supervises staff in building and maintaining accurate information systems and data bases

Perform other duties as assigned by the Board of Directors.