



EXECUTIVE DIRECTOR

The Executive Director is the Chief Executive Officer of Clemson Community Foundation, serving under the general direction of the Board of Directors, and operating within the Foundation's Articles of Incorporation, By-laws, Resolutions, trust agreements, policies, and guidelines, consistent with applicable Federal, State, and local laws. The Executive Director is responsible for growing the impact and influence of the Foundation through Visioning, Fundraising, and Effective Management. The Executive Director supervises the Foundation's staff and volunteers while also providing leadership and support to the Board of Directors, area charities, and the community at large. A top priority of the Executive Director is expanding and managing the Foundation's relationships with donors, professional advisors, community leaders and key nonprofit agencies throughout the Foundation's service area. The Executive Director will actively engage in increasing the Foundation's philanthropic assets by linking people with the charitable needs and programs that matter most to them as well as with key community and regional priorities.

KEY RESPONSIBILITIES: *(include but are not limited to)*

Visioning

- Provides creative, strategic leadership to increase service, reach, and effectiveness.
- Assists Board in strategic planning.
- Proposes and implements with board approval annual fund raising goals and plans.
- Maintains the Foundation's ongoing services to its donors and prospective donors.
- Conducts research necessary to assist Board in making informed, balanced decisions.
- Motivates Board members to become personally involved in the Foundation's mission.
- Continuously explores the charitable needs of the community to assure the Foundation plays a vital role in improving the quality of life in the community.
- Works closely with the Board to provide information and recommendations for setting or revising the Foundation's goals and objectives, operating policies, strategic planning and grant-making priorities.
- Builds community awareness of and confidence in the Foundation and its objectives, and communicate the policies and decisions of the Foundation to the community.
- Maintains constructive and open relationships with all constituencies, provides avenues for full and open communication and promotes an awareness of the existing and changing needs of the community.
- Is responsible for the overall planning and organization of the Foundation's programs to ensure available financial resources are most effectively used to meet the charitable needs of the Foundation's communities.
- Develops tools to measure the effectiveness of the Foundation's grant making to grantee

agencies.

- Actively participates in increasing funding support so that additional funds can be provided for the community. Takes the lead as appropriate in major fundraising activities, including cultivation and solicitation of donors.
- Is responsible for the development, administration and management of Foundation staff.
- Informs the Board on current issues and trends in the field of philanthropy.
- Recommends policy changes to the Board.
- Ensures the effective and efficient operation of the Foundation.
- Set meeting agendas with board and committee chairs.
- Communicates with Board and Committee members regularly.

Fundraising

- Initiates and maintains relationships with donors, potential donors, professional advisors (lawyers, accountants, financial planners, insurance agents) and community leaders.
- Works one-on-one with potential donors and their advisors, as needed.
- Solicits new gifts from prospective donors, as appropriate.
- Drafts agreements for the creation of new funds.
- Actively seeks out opportunities to introduce the Foundation to new groups.
- Cultivates potential and existing donor relationships with face-to-face meetings to increase unrestricted gifts, field of interest funds, and agency endowments.
- Responds to inquiries of prospective donors.
- Develops strong relationships with professional advisors to introduce the mission of the Community Foundation.
- Attends public community events and social events to build donor relationships.
- Represents the Foundation in public, before groups, and to individuals
- Is active in the community.
- Maintains and provides a neutral, positive voice to convene various groups to help solve community problems.

Effective Management

- Monitors and reviews Foundation banking and investment accounts.
- Meets with money managers regarding portfolio performance.
- Examines reports from fiduciaries and communicates findings to Board as indicated
- Provides feedback and recommendations to Foundation Finance and Investment Committee regarding Foundation funds

Other Responsibilities:

- Participates in meetings or committees as needed.
- Other duties as assigned and appropriate for this position.

POSITION REQUIREMENTS:

- An undergraduate degree is preferred.

- Three or more years of demonstrated leadership experience in foundations, education, not-for-profit, health care, public sector or corporate sector.
- Experience as a public figure and spokesperson in the community with exceptional communications skills.
- Current relationships with community leaders in business, industry, government and philanthropy.
- Strong leadership skills and ability to build trust and relationships with others.

PERSONAL CHARACTERISTICS REQUIRED

- Integrity
- Exhibits exceptional passion for the mission of the organization.
- Excellent communication skills, both written and oral.
- Strong administrative, organizational, and personnel management skills.
- Ability to monitor legislation and regulations regarding charitable giving.
- Demonstrated ability to oversee investment management of funds.
- Demonstrated ability to work effectively on one's own initiative, evidencing self-discipline.
- Excellent personal diplomacy and multicultural understanding to operate effectively amid a diverse local community and a broad assortment of grantees, cooperating funders, private businesses, policy making bodies, and advocacy organizations, as well as community leaders, politicians, business leaders, leading academics, and others involved with the Foundation.
- Strong analytical and assessment skills necessary to interpret, clarify, and articulate major issues addressing the region.
- Effective listening skills.

This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

The Clemson Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.