



# Sample Job Description

*Executive Director of a Public Charity - Task Oriented Description*

## Job Summary

The executive director of the Foundation will be its CEO and chief operating officer, report to the Foundation board, and supervise the staff of the Foundation.

## General Responsibilities

The responsibilities of the executive director of the Foundation are to plan, direct, carry out, and evaluate the Foundation's program of grantmaking, fundraising, development, and fund investment. It is expected that the executive director will develop, and update as necessary, both short and long-term plans supporting the mission of the Foundation. These plans will be reviewed and approved by the Foundation Board.

The executive director will have the responsibility for interpreting the mission of the Foundation to the community, focusing on grantmaking and fundraising activities to provide support to the XYZ Community Hospital as well as health-related community service organizations which address the health needs of the community.

## Specific Responsibilities

### *Planning*

- < Guide the Foundation Board in development of a mission statement and strategic plan for its operation. Insure periodic review to reflect changing needs for health services within the community;
- < Consistent with the approved mission and strategic plan, recommend objectives, plans, or programs for implementation; and
- < Assist in identifying community health-related needs, and evaluating grant proposals submitted to address identified needs.

### *Fundraising*

- < Develop and direct fundraising programs for the Foundation including the following components:
  - < Long-range cultivation and solicitation of prospects;
  - < Annual, capital, and planned giving;
  - < Deferred gifts through income trusts and bequests; and
  - < Estate planning.
- < Accept gifts on behalf of the Foundation including establishment of an automated record systems to receive, record, receipt and acknowledge all gifts to the Foundation. Consult with the appropriate Foundation committees concerning gifts of an unusual nature; and
- < Ensure that all gifts are utilized according to donor restrictions, consistent with the mission of the Foundation and its current fiscal policies.

### *Public Relations*

- < Advise the Foundation regarding programs for public relations and fundraising. Direct the

- < Foundation's public relations activities using appropriate media outlets;
- < Serve as the primary spokesperson for the Foundation. Represent the Foundation's position in various community and related organizations; and
- < Maintain contact with local media (print, video, radio) in support of the Foundation's activities.

*Administration and Oversight*

- < Prepare an annual Foundation budget for review and approval by the Foundation Board;
- < Oversee, through a qualified subcommittee, the professional management and investment of funds;
- < Oversee, through a qualified subcommittee, grantmaking activities consistent with the mission and goals of the Foundation. Evaluate the impact of grants provided to community health service organizations including the XYZ Community Hospital;
- < Keep the Board Chair fully informed on the conditions of the Foundation and progress toward meeting established goals; and
- < Supervise and evaluate staff of the Foundation consistent with the mission and goals of the Foundation.