

BCF POSITION DESCRIPTION: EXECUTIVE DIRECTOR

The Executive Director position at the Billings Community Foundation is full-time, salaried, and on-site, and requires high levels of skill in community engagement, fundraising, and systems management. The ED is responsible for directing the overall administrative and program activities of the Foundation and works closely with the Board of Directors to develop vision and strategies. Specific responsibilities include but are not limited to:

Organizational Leadership

- Work with the Board of Directors to set organizational goals and strategies. As the ED, ensure alignment and execution of related tasks and systems.
- Work closely with the President to ensure a high-functioning Board and committees, including through recruitment, training, communication, and task coordination.
- Ensure appropriate levels of, and provide supervision and management for, staff, volunteers, partners, contractors, and others required to meet organizational goals

Asset Development

- Sustain existing, seek additional, and appropriately manage charitable contributions to the Foundation, including through immediate and deferred gifts (endowment) and from a diversity of individuals, corporations, and foundations.
- Sustain existing, seek additional, and appropriately manage assets under management by the Foundation, and ensure appropriate management fees are maintained.
- Ensure full and effective use of the Home of Philanthropy building, including as a source of income for the Foundation and as a resource for community partners.

Organizational Administration

- Provide for effective and sustainable day-to-day financial operations for Foundation and managed funds, including Endowments, Donor Advised Funds, Deferred Gift Annuities, Fiscal Sponsorships, and other. Provide regular budget reports (including future cash projections) to board of directors.
- Develop and maintain appropriate budgets (including annual), policies, procedures, and internal tools (e.g. communication, file management) to ensure compliance with regulations as well as recognized standards for community foundations.

Community Relations

- Coordinate communication from and about the Foundation, including through static and dynamic and formal and non-formal channels, to ensure confidence and broaden understanding of the Foundation's mission and services.
- Provide leadership to raise the profile and capacity of non-profit organizations and charitable giving options in South-Central and Eastern Montana, including through coordination of Yellowstone Valley Gives, training and support for non-profit partners, and connections with businesses, public agencies, and community leaders.

SKILLS AND QUALIFICATIONS

The ideal candidate will possess at least a Bachelor's Degree or equivalent experience AND minimum 5 years of increasing responsibility related to the Foundation's core functions.

Required:

- Strong record of accomplishment in **at least one** of the following areas and some familiarity with the other two.
 - ◆ Non-profit leadership, including working knowledge of compliance, best practices, board management, programs, budgeting, staff and facilities management, communications, organizational systems, and community and stakeholder relationship building.
 - ◆ Fundraising, including campaign development and management, grant writing and reporting, relationship-oriented engagement with foundations, businesses, and individual donors, and specific familiarity with philanthropy tools such as those offered by the Foundation (e.g. Endowments, Differed Gift Annuities).
 - ◆ Accounting operations and short and long-term financial analysis, including preparation and delivery of reports and executive summaries to board and stakeholders. Preference for experience in multi-fund accounting and tax implications of charitable planned giving.
- Strong written and verbal communication skills with a variety of audiences
- Ability to manage multiple projects and tasks simultaneously
- Record of mission-oriented organizational and task-based relationship building

Preferred:

- Familiarity with the Yellowstone Valley Region and/or Central and Eastern Montana
- Familiarity with the following: Microsoft Office System Administration, accounting software (preferably Foundant Community Suites), and CRM systems.

Base Salary: \$65,000 - \$80,000 annually

Additional Benefits:

- Performance incentives for increased compensation
- Required: Social Security, Worker's Compensation, Unemployment Insurance, etc.
- Negotiable additional allowances for child care, health insurance, and/or IRA match
- Annual PTO accrual plus 10 paid holidays (8 designated, 2 floating)
- Standard schedule M-F 8-5; some built-in flexibility with expected work after hours. Note critical on-site staff presence between December 15 and December 31.

Send cover letter, resume, and contact for 4 references to hr@billingscommunityfoundation.org

Open until filled, interviews to begin February 6th