Executive Director

THE HINTON AREA FOUNDATION, INC

EMPLOYED BY: BOARD OF DIRECTORS

RESPONSIBLE TO: BOARD OF DIRECTORS

IMMEDIATE SUPERVISOR: PRESIDENT, BOARD OF DIRECTORS

PURPOSE OF POSITION: To provide professional leadership and assistance to the Board and to be responsible for the operation, growth, and development of the Foundation.

BASIC QUALIFICATIONS:

- High level of familiarity with the local community to which assigned
- Ability to handle confidential information with a high degree of discretion and professionalism
- Professional appearance and demeanor in working with others and dealing with the public
- Excellent written and verbal communication skills and computer proficiency
- Strong organizational skills and high attention to detail
- Ability to work well independently without direct supervision
- Ability to travel within the assigned area and willingness to participate in training opportunities that may require overnight or out-of-the-area travel

GENERAL RESPONSIBILITIES:

Management

- Report to and work closely with the Board to develop and implement long-term Strategic Plans and short-term Business Plans involving policy decisions, fundraising and increasing the overall visibility in order to advance the development and growth of the Foundation and its endowed assets.
- Establish and maintain employment and administrative policies and procedures with the Board of Directors to ensure best practices for all functions and day-to-day operations
- Plan and staff the organizational structure; Supervise and collaborate with all staff, consultants, and office-based volunteers to ensure effective use of resources and applied use of knowledge and skills essential to the organization.
- Provide performance appraisal and salary administration as needed
- Planning and operation of HAF’s annual budget; Implement and maintain office procedures to ensure fiscal control; oversee audit function
- Coordinate and work with various Board Committees
- Oversee and approve contracts for services

Asset Development

- Coordinate fundraising activities of HAF
- Maintain a high level of community involvement to develop and manage relationships with a network of donor prospects and to develop relationships with local financial advisors
- Develop and implement methods to attract donations
• Develop active and maintain ongoing relationships with current donors, particularly fund creators
• Monitor all funds
• Promote the development of new funds

Public Relations

• Serve as the Foundation’s primary spokesperson
• Oversee marketing and other communications efforts
• Maintain a regular schedule of public engagements
• Develop publicity materials and programs to support the Foundation’s programs and asset development efforts
• Develop and produce an annual report
• Develop and maintain a data base for mailings
• Provide local news agencies with information about the Foundation on a regular basis

Grant and Scholarship Management

• Coordinate activities of Grants and Scholarship Committees
• Manage Pass-through Funds and cultivate new opportunities to support community activities congruent with HAF’s mission.

Other duties as assigned by the Board of Directors

Pay: $30,000.00 - $34,000.00 per year

Benefits:

• Flexible schedule
• Paid time off

Schedule:

• 8-hour shift

Ability to commute/relocate:

• Hinton, WV 25951: Reliably commute or planning to relocate before starting work (Required)

Work Location: On location

Resumes and inquiries should be sent to Stacy Ford stacy.ford@hintonareafoundation.org.