

Contact

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Foundation for the Future of Delaware County Executive Director

Project Description

20 Hours Per Week

Stipend / Plus, expense reimbursement

Organizational Position: Is based upon an annual letter of agreement, and reports to the FFDC Board of Directors.

Relationship to the Foundation Board:

- Brings information and actionable items to the attention of the Board related to donor relations.
- Arranges and attends all Board meetings as ex-officio member.
- Meets with members of the Board and Committees to engage in donor and fund development.
- Attends Regional, State, or National meetings at the direction and approval of the Board, pertinent to the Foundation's goals.
- Administrative support for the Board
 - o Board coordination
 - o Correspondence and communication with CFGD and local Board

Fund Development:

- Provides leadership regarding donor activities.
- Identifies and meets with prospective donors and advisors to develop relationships with the Foundation.
- Engages board member involvement and assistance as needed.
- With coaching and when equipped, shares collateral materials and meets with area attorneys, bank officers, accountants, tax and investment counselors, life insurance executives and others involved in estate planning.
- Acts as chief liaison between the Foundation and nonprofit agencies or groups
- Makes annual visits to fund holders and initiates donor correspondence such as updates, thank you notes, etc. throughout the year.
- Coordinates and supports the annual grant cycle and completes final reporting

Publicity, Promotion and Public Relations

As a team member, together with the board and CFGD:

- Promotes awareness, understanding and image of the FFDC.
- Helps advise press releases, brochures, informational packets for board members/potential donors/advisors.

- Develops working relationships with local and regional news media and positive editorial attention related to charitable giving.
- Seeks opportunities for public speaking engagements.
- Develops positive relationships with local community organizations, public officials, corporate executives, business owners and managers.
- Plans and supervise special events and activities to promote the goals and objectives of the Foundation related to fund development.

Work Setting:

- This position is paid hourly and based upon a contractual agreement. Director is able to generally work from home with hours based upon the needs of each week (averaging 20 hours per week). Director may earn up to \$21,000/year based on an hourly wage of \$20.00/per hour plus expenses for mileage, office supplies, and food services. Director pays all employment taxes and will be reimbursed for any mileage incurred subject to board approval of the travel. Director must attend regular board meetings which are typically every month and additional meetings when grants are determined and awarded.
- Director will provide their own computer and be reimbursed for any out-of-pocket computer expenses (i.e. print cartridges, paper, etc.). Director must provide (personal) contact information appropriate to disseminate to potential donors, grant applicants and others.

Expenses:

- Records expenses for reimbursement purposes.

Qualifications:

Knowledge and Experience: Minimum of 5 years of working in a professional/leadership/management role and with the public. Higher education degree preferred. Has experience in working with boards. Is willing to learn Community Foundation language and processes including investment management and philanthropy, including giving vehicles and tax implications of charitable giving.

Skills: English language; spelling; management; communication; goal setting; computer operation; time management; ability to perform efficiently and accurately on deadline.

Behavior: Is a team player committed to community building. Is a self-starter who works well with others; capable of accepting constructive suggestions; communicative. Keeps self image appropriate for the job. Has a strong commitment to non-profit opportunities and community service.

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The Foundation for the Future of Delaware County was formed in 2005 as an affiliate of the Community Foundation of Greater Dubuque. The founding members of the organization had a vision to ensure that our communities' charitable programs were supported now and in the future. We work together with many individuals, families, businesses and organizations to establish endowment funds that will provide grant awards for years to come. Learn more at dbqfoundation.org/ffdc.

Foundation for the Future of
Delaware County

*An affiliate of the Community Foundation
of Greater Dubuque*

200 East Main St., Manchester, IA 52057
563.920.5590 | dbqfoundation.org/ffdc

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The Community Foundation of Greater Dubuque envisions a vibrant and inclusive Dubuque region where everyone can thrive. Since 2002, we have inspired people to give back to their community, and we turn this generosity into lasting change across our region, increasing access to resources and opportunities that help all people succeed.

Visit dbqfoundation.org to learn about the many ways we are building a strong, thriving Greater Dubuque for all.