



## Executive Director

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| <b>Reports To:</b>          | Board of Directors  |
| <b>Supervises:</b>          | Creative Director/Co-Founder, Operations Administrator, Program Director/Co-Founder, Fund Development Administrator, Communications Coordinator |
| <b>Location:</b>            | Brookfield, WI  |
| <b>Salary:</b>              | \$36,000  |
| <b>FLSA Classification:</b> | Exempt, part-time (25-30 hours per week)  |
| <b>Approved By:</b>         | Executive Committee   |
| <b>Revision Date:</b>       | January 2022  |

### JOB PURPOSE or JOB SUMMARY:

This position is responsible for working with the Board of Directors and staff to oversee GFI's strategic vision and leading the agency towards growth. The Executive Director should align all programs, board committees, events, services, etc. with measurable goals to the GFI strategic vision. The Executive Director will collaborate with the leadership team and board to create strategies to meet our goals. The GFI Executive Director will manage relationships with all its stakeholders.

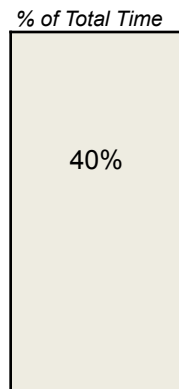
Workflow can be broken down into three primary functions: administrative, fundraising, and programs.

- Administrative functions include:** Adherence to the organization's foundational statements, articles of incorporation and bylaws, and the state and federal laws that guide them, plus oversight of internal policies and procedures to protect GFI's interest. The Executive Director works closely with the Board President on board governance, drafting the annual operating budget with staff input, and overseeing finances, and any Committees or Task Forces that assist GFI to implement its strategic plans and objectives. Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Fundraising functions include:** Identifying potential risks and opportunities within GFI and its environment to protect the organization's integrity and mission. Identifying potential sources of revenue and assisting with fundraising efforts. Representing GFI at social and corporate events in ways that strengthen the brand and communicate the organization's message. Overseeing grant-writing and working with the fundraising team to meet our annual revenue goals.
- Program functions include:** Identifying, recruiting, training and developing a talented team of employees who can lead critical departments and manage strategic program functions. Monitoring programs' effectiveness and ensuring employees and practices are aligned with our strategic plan.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

#### Administrative

- Connect with staff, volunteers, and board on a monthly basis to monitor strategic plan alignment, foster teamwork, and ensure needs are met.
- Work with team members, including Committee Chairpersons and Executive Committee, to compile Board meeting materials for distribution at meetings. Likewise with Committee Chairs to develop agendas and distribute minutes.
- Work with the Operations Administrator and Board of Directors to establish an annual budget.
- Oversee team structure, ensure development of talent accordingly, conduct employee reviews for direct reports, and follow through on all HR-related compliance.
- Participate in executive round tables in the sector and community.





### Fundraising

- Participate in all Good Friend fundraising event planning and execution, particularly as it applies to goal/budget setting, volunteer coordination, and serving as an organizational leader.
- Monitor operating budget and inform the Board, Fundraising and Marketing Committees of progress so their actions are strategic, dynamic, and aligned.
- Work with the Fund Development Administrator to establish a regular calendar of opportunities of known foundations, continue to expand awareness of other funding opportunities, and complete and send grant requests out in a timely manner.

35%

### Program

- As opportunities for delivering services arise, pass them along to the Program Director to communicate to establish dates/times and other logistical details.
- Seek and engage in learning about relevant aspects of curricular content and delivery methods.
- Ensure program goals are set and monitor ongoing program services and revenue.

25%

*An individual in this position must be able to perform successfully the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

*The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.*

## COMPETENCIES:

- **Inspirational/motivational leader, supportive/persuasive, growth mindset**
- **Ascertains training needed for staff and board development and schedules/encourages same**
- **Self-motivated and -directed; capable of setting priorities and managing time effectively**
- **Multi-tasker (capable of managing several projects simultaneously)**
- **Inclusive of team members and volunteers in work approach; good delegation skills**
- **Confident, engaging public speaker**
- **Excellent verbal communicator (understanding of behavioral styles in communication, skillful writer and editor, persuasive grant proposal writer)**
- **Fluency in using a variety of project management and data tracking systems**
- **Capable of sensemaking with data sets to drive strategic decisions**
- **Proven fundraising track record**
- **Google Suite experience**

## MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree

**Experience and/or Training:** Five to ten years of executive/management, fundraising experience and data management

**Licenses/Certificates:** Leadership awards and/or recognitions

**Technology/Equipment:** MacBook Pro (GFI will supply), internet connection supportive of video conferencing, mobile phone (GFI will pay). Experience with Google Suite applications, project management software, and client database system.



## PREFERRED QUALIFICATIONS:

**Education:** Master's degree with an emphasis or concentration in nonprofit management, business, marketing, public relations, or related field.

**Experience and/or Training:** Minimum ten years of professional development, fundraising experience, and database management experience

**Licenses/Certificates:** Nonprofit Management/Leadership Certificate, Association of Fundraising Professionals member

**Technology/Equipment:** Proficiency with Google Suite applications. Client database (Kindful) experience. Basic understanding of A/V equipment.

## PHYSICAL AND MENTAL DEMANDS:

Strategic problem solving, coordinating work between team members, and communicating requires critical thinking and decision-making ability, plus attention to detail. As leader of a team, many members of which are working remotely, respond to emails and text messages, as well as use the project management platform, independently and in a timely manner (6 hours per week of internal communication). Understanding that many committee meetings, fundraisers, and networking events may take place in the evening or over the weekend requires a flexible working schedule (meetings and the work between them should take 8 hours per week), and will require transportation. This time commitment may increase during the planning and execution of fundraising events. Participation in fundraising events and program delivery will require ease of mobility and some lifting. Lead weekly staff meetings, follow up with team members, and engage in 1-to-1 weekly meetings with direct reports (10 hours per week), plus monthly meetings with the Board President (1 hour per week). Creating reports for the Board and Committees will require some math according to budget expectations and key performance indicators (3 hours per week). Coordinate external messaging for stakeholders with Marketing Manager and Communications Coordinator, including use of Constant Contact (3 hours per week).

*The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.*

## WORKING ENVIRONMENT:

Team meetings and networking events are in-person and virtual. Some in-person office hours should be performed in the office (1025 S. Moorland Rd., Ste. 600, Brookfield). Remote work (computer tasks, phone calls) can take place wherever the Executive Director is most comfortable and effective, so long as the internet connection is stable (for audio/video) and private (to protect data in web-based applications). When it is necessary to participate in remote meetings, consider background noise and visual distractions for all participants' sake.

*The work environment characteristics described here are representative of those individual encounters while performing the essential functions of this position.*

I have read and understand the duties, responsibilities, and requirements for this position.\*

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Employee Acknowledgement

\_\_\_\_\_  
Date

\*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. Good Friend, Inc., retains the discretion to add duties or change the duties of this position at any time.