



Job Description

POSITION TITLE: Nonprofit Leadership Initiative Executive Director

ENTITY: Nonprofit Leadership Initiative (NPLI), a program of the Community Foundation for the Fox Valley Region

LOCATION: Community Foundation for the Fox Valley Region, 4455 W. Lawrence St. Appleton, WI 54914

REPORTS TO: Steering Council for the Nonprofit Leadership Initiative

FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt

CLASSIFICATION: Full-Time Benefits Eligible

LAST UPDATED: April 6, 2022

POSITION SUMMARY

The Executive Director position is part of the Community Foundation for the Fox Valley Region's dedicated team of professionals who work together under the core values of integrity, respect, teamwork, stewardship and diversity, equity, inclusion and antiracism (DEIAR) to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The NPLI was established in 2015 as a program of the Community Foundation. The Executive Director has overall strategic and operational responsibility for the NPLI's programs and mission of providing Fox Valley nonprofits with opportunities for leadership development and learning to better achieve their missions. The NPLI envisions a healthy and resilient region where nonprofit leaders and organizations have access to the resources they need and are equipped with the skills to make our community a great place to live for all. The Community Foundation's Vice President of Community Engagement is a liaison between the Foundation and the NPLI, serving on its executive leadership and steering committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundamental Responsibilities

Leadership and Management

- Coach, develop and supervise two staff members.
- Develop and maintain knowledge of the local nonprofit sector within the Community Foundation for the Fox Valley Region's service area of Outagamie, Calumet, Shawano, Waupaca and Neenah/Menasha area of Winnebago counties.
- Develop and maintain relationships with key partners and stakeholders across business, nonprofit, public and educational sectors.
- Develop, in collaboration with the NPLI's Steering Committee, the timelines and resources needed to achieve the program's goals.
- Align the budget, staffing plans, programs, services and priorities with the NPLI's mission.
- Deepen and refine all communication from web presence to external relations with the goal of maintaining and creating a stronger brand. Communicate regularly internally and to the community about progress, challenges and outcomes.

- Build community awareness and involvement with the initiative by engaging nonprofit staff and board members, committees, partnership organizations and funders.
- Participate in the Community Foundation's staff and supervisor meetings, trainings and events.

Strategy Implementation

- Develop strategies that align with the NPLI's strategic plan, ensuring ongoing programmatic excellence, rigorous evaluation, and consistent quality of operational systems.
- Work with Steering Committee volunteers to establish effective processes that enable programs to achieve long- and short-term goals and objectives.

Development

- Ensure financial sustainability of the program by fundraising to meet or exceed annual revenue goals. Meet regularly with current and potential individual, corporate and foundation donors.
- Engage with the NPLI's Development Committee to assess funding needs, opportunities and analysis of the most effective strategies for achieving the goals of the strategic development plan.
- Guide the NPLI's Steering Committee to be helpful ambassadors in achieving development goals.

Program Oversight

- Serve as ex-officio of each committee, or designate an NPLI staff member as appropriate, to ensure high quality, relevant and strategic programming in the following areas: Leadership Institute, Leadership Forum, Board Chair/Vice Chair Roundtables Nonprofit Next, Board Connect, Board Academy, Financial Leadership, Network for Good and additional training and support.
- Oversee an evaluation process of programs and of the organization's work.
- Publish and communicate program results.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- At least five or more years of leadership experience, and strong knowledge of capacity building, fundraising, and nonprofit advocacy. A bachelor's degree in a related field is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate teamwork, respect, integrity, stewardship, and diversity, equity, inclusion and antiracism throughout work and interactions.
- Proven leadership and management experience, including supervising staff, working with volunteers, planning, budgeting and fundraising.
- Possess sufficient technology knowledge to direct the activities of the programs and to effectively employ technology in implementation of initiatives.
- Possess a proactive and collaborative leadership style that values the input of all stakeholders and key partners and motivates and empowers participation in the attainment of program goals and fulfillment of the mission.
- Innovative, creative thinker and curious learner.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.