



## The Piqua Community Foundation Executive Director job description & call for applications

The Piqua Community Foundation announces the opening of its executive director position and is soliciting applications from qualified candidates. The Piqua Community Foundation encourages charitable giving to benefit the citizens of Piqua and provides a variety of methods for donors to help fulfill their charitable giving wishes.

This position offers a professional opportunity to serve the Piqua community while enjoying a flexible and fun work environment. Under the direction of The Piqua Community Foundation Board of Directors president, this employee will lead the organization's day-to-day operations and long-term programs.

This position will serve as the public-facing role of the organization and will work closely with the engaged Board of Directors. Applicants should have a demonstrated track record of representing an organization in a positive and professional way and be ready to step into a high-visibility role managing donor, beneficiary and partner relations activities.

### **Essential duties and responsibilities:**

- Facilitate the application and the committee's selection processes through The Foundation's standard grant cycles twice a year and scholarship programs
- Schedule and lead meetings with donors and committees in facilitation of grant and scholarship awards
- Facilitate donor-advised, donor-designated and personal gifting account distributions based on donors' and committees' direction
- Conduct bookkeeping, reconciliation and reporting activities for The Foundation's financial accounting needs
- Prepare written materials including press releases, marketing materials, correspondence, agendas, minutes and reports
- Prepare board notebooks and meeting packets, maintain board contact and committee lists, and support board members, volunteers and donors as needed
- Assist with the development and management of the organizations' website, social media accounts and external web listings
- Lead the planning and implementation of meetings and special events
- Represent the organization at community meetings and events
- Manage a staff position providing assistance to the organization
- Lead donor solicitation and other fundraising efforts
- Engage financial and legal professionals about charitable giving opportunities for clients
- Ensure legal and accounting compliance in all Foundation operations
- Answer the phone and maintain email correspondence
- Pick up and drop off mail, checks, deposits and other documents
- Maintain an orderly filing system (both electronic and paper) and office space
- Maintain donation and disbursement databases
- Perform other duties as appropriate in relationship to Board of Directors expectations



**Desired knowledge and skills:**

- Bachelor's degree or master's degree from an accredited four-year college or university in a related field or any combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job
- Experience in nonprofit management, fundraising and communication
- Established relationships in the Piqua area nonprofit and business communities
- Excellent verbal and written communication skills
- Accuracy and attention to detail
- Ability to take initiative and work independently as well as collaboratively
- Ability to maintain confidentiality of donor and applicant information
- Ability to maintain objectivity with grant and scholarship applications
- Professionally represent the organization throughout the community
- Interest in the organization's mission and supporting our community
- Experience with MS Office applications such as Excel, Word, PowerPoint and Publisher
- Experience with Google applications such as Mail, Calendar, Drive, Sheets and Slides
- Experience with the web design software WordPress

**Location:** On-site at The Piqua Community Foundation office, 209 West Ash Street, Piqua, Ohio. Other area locations as needed.

**Schedule and compensation:**

The executive director is a salaried position with a minimum of 1,536 hours worked annually. The office is open from 8:30 a.m. to 4:30 p.m. Monday to Thursday and the position is expected to flex to additional hours during grant and scholarship seasons and for special events such as The Foundation annual meeting.

The salary range is up to \$80,000 based on experience and qualifications. The Foundation offers paid holidays and personal time.

**For more information:**

Visit our website at [piquacommunityfoundation.org](http://piquacommunityfoundation.org) for organizational and programmatic background. Contact Executive Director Michelle Perry at 937.615.9080 or [michelle@piquacommunityfoundation.org](mailto:michelle@piquacommunityfoundation.org) for additional details about the position.

**To apply:**

Submit a cover letter, resume and three professional references to Executive Director Michelle Perry at [michelle@piquacommunityfoundation.org](mailto:michelle@piquacommunityfoundation.org). Applicants will be reviewed upon submission on a rolling basis. Submissions will be accepted through December 15, 2023, or until a qualified candidate is found.

**Date posted:** December 4, 2023

**Desired start date:** Mid-January 2024