



Women Helping Women Fund Job Description: Executive Director

Overview:

The Executive Director (ED) is a highly motivated professional with a practical knowledge of fiscal management, grant making and scholarship award practices, fundraising, and donor relations. The ED is also active in the strategic planning and visioning of the organization in order to achieve its goals. The ED manages the day-to-day operations and all aspects of administration, including policies and procedures, resources, inventory, information, managing staff, financial and other office functions. This position is essential to the WHWF Board of Directors and its committees to support the mission and goals of the organization. The ED reports to the board president.

Responsibilities:

Development and Fundraising:

- Serves as a primary resource in identifying, soliciting, securing, and retaining donors for WHWF. A fundraising goal will be set annually for the ED.
- Supports the underwriting function of the organization and supports all aspects of fundraising, including grant-writing projects.
- Manages donor and sponsor relations, including the preparation and distribution of sponsor materials. Coordinates development, management, and tracking of community support. Counsels donors as needed.
- Assists with endowment growth campaigns and identifies potential key donors.
- Responsible for correspondence and contribution acknowledgement letters to donors and potential donors. Coordinates mailings as needed.

Office Management and Administration:

- Manages and directs daily activities of all staff. Participates in evaluation process and makes recommendations regarding compensation.
- Develops and implements office business systems and strategies including coordinating accounting, and managing payroll, accounts payable and receivable, and assists CPA with annual tax return and all other tax reporting.
- Manages and maintains relational database(s) of donors, underwriters, grant recipient agencies and others.
- Drafts the annual budget, incorporating proposed budgets from committee chairs and submits for approval to the Finance Committee.
- Generates financial reports to measure performance against the annual budget; If actual financial results are not meeting or exceeding the planned budget, recommend adjustments to bring back in balance.
- Maintains ethical standards and accountability, manages risk, performs due diligence, and implements operational best practices.
- Acts as liaison with the public and a variety of stakeholders. Primary responder to general public inquiries.

- Maintains organizational compliance with all laws and guidelines governing nonprofit organizations in the State of Washington.
- Maintains the official records of the organization and files reports for the State of Washington as required.
- Assists with strategic planning to meet identified goals and reports accordingly.
- Oversees volunteer program to ensure compliance with regulatory and organization policies and may also include recruiting, coordinating, and training volunteers.
- Participates in the negotiation of contracts and execution thereof on behalf of the organization (event venues, speaker engagement, and other vendors).
- Oversees the maintenance of the organization's website and social media sites. Collaborates with media and marketing sponsors in conjunction with the goals of the Communications Committee.

WHWF Board Support and Coordination:

- Attends all Executive Committee and board meetings, reports on the progress of the organization, and answers questions.
- Serves as (or delegates authority to other staff members to serve as) a standing member of the Allocations, Communications, Finance, Luncheon, Nominating, Planning and Underwriting committees. May elect to serve on all other committees.
- Actively participates in the planning and execution of all WHWF events.
- Assists in recruiting and orienting new board members.
- Provides administrative support to board committees in a variety of tasks, including but not limited to external communication and fundraising.
- Maintains and manages comprehensive organizational timeline and assists committee chairs in meeting timing goals throughout the year.
- Attends committee meetings as appropriate; collaborates with committee members to accomplish goals and objectives; assists board with ongoing evaluation of organization effectiveness.
- Serves as the central communication hub for the board, which includes preparing and distributing information for the board, such as board meeting minutes, board meeting notices, calendar meeting invitations, etc.
- Represents the organization at public functions.

Professional Development

- Responsible for keeping informed of trends and changes in the not for profit arena and bringing recommendations forth to the board for changes.
- Seeks and attends appropriate opportunities for training and professional development within the budget devoted to these activities

Other responsibilities as the organization evolves and are assigned by the President