



## EXECUTIVE DIRECTOR

September 2022

The Foundation for Geauga Parks (the “Foundation”) is an independent, non-profit organization founded in 1990. Our philanthropic mission is to raise money to fund community engagement with nature through education, preservation, conservation, and appreciation of the unique natural character of Geauga County. We help to preserve and conserve green spaces. We help enhance parks for passive recreation and enjoyment. We educate young people to care for and appreciate the environment. We are the Foundation for *all parks in Geauga County*.

Our efforts represented the primary source of funding for a variety of Geauga County's signature parks: The West Woods, The Rookery, and Observatory Park. We are also the primary source of funding for Nature Scopes, in which all of Geauga County's 5th grade public and parochial school students participate. In recent years we have expanded the scope of our mission to also support Geauga County's township parks. Our core belief is for park visitors to experience the natural environment on nature's terms which is not only good for us as individuals, but also helps build and maintain a strong community.

### SUMMARY POSITION DESCRIPTION

The role of the executive director shall be to lead the Foundation to advance its mission through fundraising, development, management, marketing, public relations, and planning. ***Fundraising and building strategic relationships are the essential responsibilities of this position and are nonnegotiable candidate requirements.*** This individual is responsible for initiating and developing strategic relationships and networks with Northeast Ohio organizations and individuals to support the Foundation's philanthropic work and further its mission. They will positively engage and inspire people to support the Foundation. The director will also serve as the external face of the Foundation on a day-to-day basis.

### REPORTING RELATIONSHIP

Reports to the Board of Trustees (the “Board”). Performs duties and responsibilities directed by the Board. Carries out the responsibilities of the position working in partnership with the Board. The director shall report directly to the Board President and the Board's Executive Committee.

### JOB DUTIES *Critical job duties are in bold italics*

#### Development

***Leads the fundraising efforts to support our programs.*** Establishes fundraising goals with the Board and monitors progress against these goals. Develops fresh strategies to encourage new or increased gifts as well as strengthen community outreach and donor engagement. ***Identifies and builds relationships with potential, as well as existing, donors: Major donors, individuals, corporate sponsors, grant-making organizations, and foundations.*** Secures commitments of participation or donation from donors. Directs fundraising efforts in partnership with the Board. Designs and manages fundraising activities with the support of committees, volunteers, and the Board. Writes grant applications. Coordinates events such as our Twilight Soiree, Caveman Crawl, annual appeal, silent auctions, and others.

## **Organizational Management**

***Manages the day-to-day office functions and supervises all Foundation staff.*** Supports committee activities. Supervises financial reporting, compliance, and the annual audit. Ensures that fundraising and donor databases are maintained and updated. Oversees Foundation projects and grants to ensure our investments meet the mission and goals of the Foundation. ***Works with the Board to ensure the Foundation is operating legally, ethically, and efficiently.*** Carries out duties and responsibilities with the support of a part-time, Director of Development and Marketing, Administrative Associate, and Bookkeeper. Supports him/herself administratively at times, effectively manages their time, tasks, and priorities. Performs duties and responsibilities directed by the Board.

## **Strategic Planning**

***Works closely with the Board on strategic planning.*** Participates in the development of the Foundation's strategic plan and is responsible for implementation. Maintains a solid working knowledge of significant developments and trends in nature and parks-related non-profit domains. Advises the Board on these developments and trends. Convenes advisory groups and taskforces as needed to support the Foundation's mission.

## **Communications: Marketing and Public Relations**

***Works in partnership with the Director of Development and Marketing to build awareness of the Foundation through marketing,*** the Foundation website, public and media relations, social media, community events, and public speaking. Establishes positive and productive working relationships with relevant community organizations and individuals. Participates in crafting messaging and publicizing the work of the Foundation. Supervises the production of all marketing and public relations messaging including press releases, website design and content, newsletters, web posting, advertising, among other media. Builds brand recognition of the Foundation.

## **Relationship building**

***Builds relationships with partner organizations*** including the Geauga Park District, township parks, Geauga County school districts, Western Reserve Land Conservancy, Chagrin Valley Astronomical Society, Protect Geauga Parks, Geauga County Township Association, and others as appropriate. Actively solicits and listens to input from Foundation and park stakeholders, involving them in planning, activities, and program management. Attend Geauga County networking opportunities and seminars related to non-profit leadership.

## **Qualifications**

- Bachelor's degree
- Solid **experience working for non-profits is required**; experience working with a non-profit board strongly preferred
- **Proven fundraising and development success is required**
- **Successful efforts in planning and executing creative fundraising efforts**, including annual or special appeals, major gifts, capital campaigns, grant writing, planned giving, and special events
- Experience with CRM databases
- Proven **effective relationship building, public speaking, presentation, influence, and writing skills**; possess a professional presence at all times, adapting effectively to one's audience
- **Experience successfully managing budgets and projects**; non-profit financial reporting and planning; experience using accounting software, specifically QuickBooks Online
- Proficient in use of **MS Office**

- **Knowledge of park, nature, and conservancy efforts**
- Past professional or volunteer work connected to the environment, conservation, education, natural science, or other programs the Foundation supports a plus

#### **Required Attributes**

- Possesses a visible passion for the Foundation's mission and nature
- Demonstrates highly ethical standards, proven integrity
- Displays optimism and sensitivity to the needs of donors and stakeholders
- Demonstrates strong analytical and strategic thinking abilities
- Energetic and driven by environmental or park-related initiatives
- Motivated and able to collaborate and work with other groups and organizations that either share or overlap with the mission of the Foundation to gain support for our work
- Strong preference for candidates with knowledge of Geauga County, its parks and environment
- Works independently while being a successful team player
- Willing and able to drive across NE Ohio to network and meet with donors, corporations, partner organizations, and sponsors
- Willing to work evenings and weekends

#### **Compensation**

- Salary commensurate with experience
- Expenses including mileage, entertainment, cell phone
- Paid time-off

Interested candidates should send a cover letter, resume, and list of references to [linda@orgsuccess.com](mailto:linda@orgsuccess.com). No phone calls please. The Foundation for Geauga Parks is an Equal Opportunity Employer.