



## **The Women's Fund of Smith County Seeks Its Next President/CEO**

The Women's Fund of Smith County was formed in 2007 with the goal of maximizing the impact of women's philanthropy in Smith County. What started as a small group of like-minded women has grown into a non-profit organization made up of over 300 members. To date, the Women's Fund has granted almost \$2 million dollars to Smith County organizations. The Women's Fund of Smith County believes that together is better. Through collective giving, we transform our community by funding programs that enrich the lives of women and children.

The Board of Directors is seeking a President/CEO to carry out its mission. The President/CEO will ensure the overall growth and development of the organization by overseeing the design, development and implementation of the Women's Fund's programs and initiatives. For a more detailed description of the President/CEO's duties, see the attached job description. If you are interested in applying, please send your cover letter, resume and three references to the Women's Fund of Smith County at [kristenseeber@womensfundsc.org](mailto:kristenseeber@womensfundsc.org) on or before Friday, September 11<sup>th</sup> at 5 p.m. CST.

### Qualifications:

- Bachelor's degree in business, public administration, marketing, public relations or related field
- Minimum of five years of experience in a corporate, for-profit or not-for-profit setting
- Extensive knowledge of and experience in all realms of philanthropy and fund development
- Familiarity with Tyler and Smith County is advantageous

Compensation: Salary starting at \$65,000 plus benefits

*\*All offers of employment subject to a background check*



## **Job Description**

### **President/CEO - Women's Fund of Smith County**

#### **SUMMARY**

The President/CEO of the Women's Fund of Smith County serves as the chief executive officer of the organization, with the goal of advancing its mission, outreach and day-to-day operations – all aimed at defined benchmarks for success. This individual represents the mission of the organization to its members, potential members, donors, other not-for-profit agencies and the community at large. The President/CEO reports to the Board of Directors, most directly to the Board Chair.

The President/CEO is a person with excellent administrative, organizational and communication skills, who is passionate about women's philanthropy and the issues facing women and children in Smith County. This individual serves as a connector and provides leadership to all aspects of fundraising: Women's Fund member recruitment and retention, sponsorships, finance and stewardship.

#### **SUPERVISION**

Provides both direction and support to the Board of Directors and to Committee Chairs, which may include: Advancement, Finance, Membership, Governance, and Grants. In addition, supervises paid and non-paid individuals who provide data management and other key support functions.

#### **STRATEGIC PLANNING**

With the board, the President/CEO will guide the strategic planning process, including both short- and long-term goals. Specific activities may include:

- Conducting an annual board retreat and/or board orientation.
- Filing of all legal and regulatory documents and monitoring compliance.
- Overseeing the member satisfaction/engagement survey and follow-up.
- Leading the annual planning process associated with the transition of Committee Chairs.

- Serving as a resource to the Women’s Fund members and the community on developments in giving circles, philanthropy, fund development, the grants process and stewardship. This includes active involvement with Philando’s – the network of women’s collective giving groups.
- Providing monthly updates on the status of the Women’s Fund and factors that are influencing the organization, both positively and negatively.

## **ADMINISTRATION AND MEMBER RELATIONS**

The President/CEO is the frontline individual responsible for the recruitment, recognition and renewal of Women’s Fund members. In addition, the President/CEO manages the day-to-day operations of the Women’s Fund, providing leadership and general oversight to clerical/support functions and operating procedures. These responsibilities involve:

- Overseeing the annual member renewal and recruitment process – which is central to the sustainability and advancement of the Women’s Fund.
- Promoting the concept of “member for life” by engaging individual members and expanding opportunities for their understanding and involvement.
- Providing leadership to events and educational opportunities for members (and non-members) that guide women in their philanthropic journey.
- Implementing and maintaining best practices in systems and procedures, including the membership and donor databases.
- Defining accountabilities of clerical/support personnel and managing the employment, compensation and evaluation process of paid staff members.

## **MARKETING AND COMMUNICATIONS**

The President/CEO is the continual face and voice of the Women’s Fund, and thus is responsible for integrating the organization within the fabric of the community through effective marketing and communications. These activities include:

- Serving as primary writer and editor of the Women’s Fund newsletter and other communications tools.
- Overseeing and continually updating the organization’s website and social media to promote the Women’s Fund, its events and opportunities to give and serve.
- Maintaining effective media relations by developing solid working relationships with all media organizations, submitting news releases, writing guest columns and, when appropriate, participating in interviews.
- Developing a crisis communications plan, designed to respond to negative circumstances in a truthful and efficient manner.

- Providing presentations both within and external to Women’s Fund meetings and events.
- Overall, increasing community awareness – and member numbers – through a planned and measured outreach to key constituencies which includes both nonprofit and community partners.

## **FINANCE**

The President/CEO – with the Board of Directors – is responsible for the fiscal stewardship of the Women’s Fund. This role includes:

- Understanding all financial accounts of the Women’s Fund and ensuring fiscal responsibility, including monthly financial reports to the board and financial transparency to members and the community.
- Working with the Finance Chair in the budgeting, reporting and audit procedures.
- Maintaining a positive working relationship with financial institutions, such as the East Texas Communities Foundation, and reporting any issues to the board – especially as it relates to both endowment funds.
- Guiding the board and its advancement committees in developing and monitoring effective fundraising plans, policies and procedures – includes oversight of both the spring and the fall fundraising events.
- Cultivating gifts from members, non-members and sponsors. This includes maintaining member, sponsor and prospect databases and providing reports.
- Overseeing the stewardship function related to member gifts, non-member gifts, sponsorships and other contributions to the Women’s Fund.
- Supervising the annual grants program which includes guiding the process for grant applications, the annual membership vote, and the annual grant awards.
- Maintaining the highest ethical standards related to philanthropic support, gift management and donor intent.

## **QUALIFICATIONS/REQUIREMENTS**

### Education:

- Bachelor’s degree in Business, Public Administration, Marketing, Public Relations or related field required.

### Experience:

- Minimum of five years of experience in a corporate, for-profit or not-for-profit setting. Extensive knowledge of and experience in all realms of philanthropy and fund development, as well as proven experience in communications, financial management and stewardship.

### Certification and Licensure:

- None required. CFRE (Certified Fundraising Executive) and/or CAP preferred.

### Skills (Management Level):

- Understanding of advanced principles and ethical practices of a philanthropic program within a not-for-profit setting.
- Excellent human relations and verbal/written communications skills, including presentation and media relations capabilities.
- Ability to analyze needs and budgets and develop a progressive business plan.
- Data/computer skills.
- Visionary leadership, including supervisory and volunteer management skills.
- Ability to make decisions in the absence of specific directions.
- Ability to handle confidential information and to comply with tax laws.

### **PHYSICAL REQUIREMENTS:**

- Light physical effort (lift/carry up to 10 lbs.)
- Occasional lifting of supplies/equipment.
- Must possess digital dexterity, e.g., using computer keyboard.
- Mostly sitting work.
- Must use written and verbal and non-verbal sources of information. Must possess far and near acuity; depth perception; accommodation; color vision.
- Must use oral communication to perform work.
- Must perform activities requiring sustained concentration.

### **ENVIRONMENTAL AND WORKING CONDITIONS**

- Work is performed under basically normal working conditions, as in a standard office environment.
- Requires working in a standard, fast-paced office environment, as well as other locations. Often subjected to irregular hours. Travel required.

### **COMMENTS:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

*Updated August, 2020*