

Hempfield Foundation Executive Director Job Description

Summary: Serves as the Hempfield Foundation's (HF) recognized leader and remains visible to the Hempfield faculty, staff and administration, the HF board of directors, and all community stakeholders. Develops complete understanding of the HF and its mission and assists this entity as requested. Directs and executes all HF activities, and its daily operations, to insure the HF mission is accomplished.

Duties and Responsibilities:

- Oversees and executes all fundraising activities through coordination with HF's board of directors.
- Meets with community, political and business leaders.
- Handles all media relations on behalf of the HF.
- Familiarizes self with government programs that can benefit HF, such as Pennsylvania's EITC tax credit program, and works with the HF Treasurer for application through to conclusion.
- Helps identify possible grants to HF from other charitable foundations and coordinates preparation of grant requests.
- Works closely with HF board president and prepares board meeting agendas.
- Assists in annual operating budget preparation working with the HF executive committee.
- Develops operating procedures to insure all financial records and foundation communications are completed on a timely, efficient basis. (This includes all gift acknowledgements.)
- Works with HF's executive committee to develop a long range plan of three to five years.
- Attends various HF committee meetings as time allows.
- Develops solid working relationship with Hempfield faculty and administration in all HF related activities. Maintains working knowledge of and complies with district rules and regulations.
- Participates in annual financial audit.

Time Required: Twenty hours per week plus various meetings. This time commitment is very flexible and can be scheduled as best fits current projects/events. This position will work remotely (i.e., home office and local travel)

Compensation: \$20,000 yearly salary. No benefit package.

Qualifications:

- Personal belief in and commitment to HF's mission.
- Familiarity with Hempfield schools and community.
- Strong written and oral communication skills required
- Competency in Microsoft Office Suite and social media platforms (e.g., Facebook, Twitter, etc.)
- Appropriate government clearances.
- College degree.
- 5 or more years of relevant marketing or development work experience preferred