



Example of Foundation Executive Director Job Description

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Our company is searching for experienced candidates for the position of foundation executive director. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for foundation executive director

- Initiate and leverage opportunities to connect the Foundation and its efforts to the international cultural arena through contact with museum directors, curators, scholars and art dealers worldwide
- In concert with the Foundation's legal counsel and accounting/business advisor, oversee compliance with all local, state and federal requirements, assuring that the Foundation maintains its tax exempt status and good standing as a charitable organization
- Direct the conservation and documentation of extant artworks created by Holt and Smithson owned by the Foundation
- Provide leadership for and administration of the Antelope Valley College Foundation
- Develop, manage and lead the West Hills College Foundation
- Actively recruit individuals to serve on the Foundation Board of Directors who are prominent and responsible community and business leaders interested in providing and raising funds for the support of the West Hills Community College District educational and student programs and activities, scholarships and capital outlay needs
- Work directly with the Chancellor and the Board of Directors of the West Hills College Foundation to develop and implement a comprehensive fundraising and alumni program which reflects district priorities
- Work in coordination with the College Presidents to identify college programs and activities requiring financial and other support of the

- Develop strategic and annual operating fiscal goals for the West Hills College Foundation and its fundraising programs and activities
- Develop and implement a wide variety of fundraising programs and advancement activities including, but not limited to, general fundraising solicitation, fundraising events and planned giving, and capital campaigns

Qualifications for foundation executive director

- Respect within the arts arena supported by a highly credible command of art history
- Demonstrated experience as a thoughtful risk-taker with a successful record realizing a vision
- A proven facilitator, with experience successfully managing people, operations, and the fiscal affairs of a private, nonprofit, or government entity
- Develop and/or grow annual signature events designed to benefit student programs and activities, scholarships, and capital outlay needs
- Oversee implementation of donor stewardship management and communications tracking systems
- Develop partnerships with government agencies, civic and philanthropic organizations, foundations, trusts, business organizations, councils and individual donors for purposes of fundraising and advancing the image of the District locally, statewide, and nationally