



Example of Foundation Executive Director Job Description

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Our innovative and growing company is looking to fill the role of foundation executive director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for foundation executive director

- Assure compliance with all pertinent federal, state and local laws and regulations applicable to fundraising programs and non-profit agencies
- Ensure operational adherence to the tax code, as it applies to giving and the Foundation's tax-exempt status
- Direct the preparation of agendas for Board of Directors meetings and participate on Foundation committees as appropriate
- Work with Foundation staff and Board of Directors President to develop annual goals, select meeting dates and plan events
- Supervise preparation of fundraising and alumni publications
- Develop , implement, and administer policies and procedures for the operation of the West Hills College Foundation
- Coordinate the efforts of outside legal, investment, fundraising, research and other consultants needed to ensure the success of Foundation programs and activities
- Exercise appropriate fiduciary oversight of Foundation programs, assets, trust agreements, endowments, and gift acceptance and investment policies
- Serve as a member of District committees as appropriate
- Attend meetings, conferences and events as appropriate

Qualifications for foundation executive director

- Assist faculty and others, where appropriate, in the development of Student

- Major gift support programs
- Donor tracking and recognition programs
- Fiscal accountability standards for non-profit organizations
- Record-keeping techniques and filing systems and procedures
- Operation of a computer terminal and word processing programs