



# Example of Foundation Executive Director Job Description

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Our growing company is hiring for a foundation executive director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for foundation executive director

- Directly supervise and manage the Foundation's staff
- Implement performance, development, and succession plans to ensure continuity and effectiveness of key staff operations
- Ensure written desk top procedures exist for key staff positions
- Develop and manage the budget
- Establish and maintain a positive, supportive operation in which high quality services are delivered effectively and efficiently
- Ensure donor data and records are secure and maintained in a current, accurate, and usable form
- Create and foster an environment that values personal responsibility and accountability, develop, train and inspire a cohesive team
- Complete University compliance training modules
- Communicate key financial and performance outcomes to the Board of Directors, donors, University constituents, and external regulatory agencies as appropriate
- In concert with the Board of Directors, develop and implement investment strategies

## Qualifications for foundation executive director

- Excellent organizational, interpersonal and networking skills with large groups with individuals one on one

- Knowledgeable of IRS codes relative to 501(c)(3) organizations
- Minimum 5 years professional experience as Executive Director in either nonprofit or philanthropic sector
- Advanced degree in Public Health, Health Services Administration or related medical/clinical degree preferred
- BA/BS in Business, Communications, Public Relations or related field required