



Job Title: Executive Director
Status: Exempt/Salary
Reports to: Board of Directors
Employment Status: Full

TO APPLY: Send a cover letter and resume by e-mail to: career@cowetafoundation.org
Application materials will be accepted only via e-mail.

Background

The Coweta Community Foundation is a nonprofit corporation founded in 1997 dedicated to ensuring long-term resources for the community. Since its inception, the Foundation has grown significantly, and its asset base has allowed it to provide strategic funding through several grant and scholarship programs, awarding over \$5 million to local charities.

Position Summary

The Executive Director (ED) provides leadership, vision, and direction to fulfill and advance the mission of the Coweta Community Foundation. The ED will create and execute cultivation, solicitation, and stewardship strategies for donors and prospects. They will also work collaboratively with current fundholders, Board, staff, and community partners to ensure the Foundation's goals are met. Candidates will demonstrate a career path of progressive leadership and fundraising experience in the nonprofit sector.

Major Responsibilities

- Responsible for creating and implementing a comprehensive fundraising strategy to diversify revenue streams, grow the donor base, and increase annual contributions.
 - Build and maintain the systems, processes, and culture necessary for long-term fundraising success.
 - Provide leadership and oversee all fund development and fundraising activities, including event planning, grant writing, and identifying new sources of donors.
 - Build long-term relationships with donors and fund holders.
 - Possess a financial acumen and understanding of grant management.
 - Oversee the philanthropic leadership efforts and all grant-making activities.
 - Secure annual funding for Coweta Together Funds and Nonprofit Summit grant cycles.
 - Secure grant funding for the Foundation, provide grant reports to funders, and manage grant programs and budgets.
 - Serve as the representative to the public, providing education and assistance in understanding the Coweta Community Foundation's interests and concerns.
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Qualifications

- A bachelor's degree or an equivalent combination of education and experience.
 - 5+ years of fundraising experience, preferably in nonprofit organizations.
 - Experience working with boards and high-net-worth donors and corporations.
 - Experience developing and leading a team.
 - Must be proficient with various software and possess financial acumen.
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Work Setting

This position is exempt, with hours fluctuating based on events, workload, grant season, board meetings, and donor outreach. The director will establish a regular schedule to be present in the office for Committee and Staff meetings.