

## **Amy Goodwin, Position Description**

### **Executive Director (Hourly, approximately 30 hours per week)**

This position functions in the overlapping roles of Trustee, Officer and Executive Director of the Raymond C. & Anna T. Johnson Foundation.

#### **Leadership Responsibilities**

- Assure that the organization has a long-term strategy which achieves its mission, and toward which it makes consistent and timely progress;
- Provide leadership in developing program, organizational and financial plans by monitoring standards in the field and making recommendations on operating policy;
- Provide Board with sufficient information to make sound policy decisions;
- Maintain a working knowledge of significant developments and trends in the field to enhance the effectiveness of the Foundation;
- Initiate, develop relationships with individuals and organizations and participate in ad hoc committees to provide information and insight and respond to the needs of the community;
- Participate in appropriate local, regional, national conferences, events and workshops which relate to the Foundation's growth and impact in the community;
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

#### **Board Responsibilities**

- Schedule meetings, arrange locations and provide timely notification to Board and Committees;
- Execute the decisions of the Board promptly and accurately;
- Prepare agendas in advance of Board and/or Committee meetings;
- Prepare and maintain Board meeting minutes;
- Maintain records of all meetings.

#### **Grantmaking Responsibilities**

Manage grantmaking process with Board input and direction, including:

- Draft and revise grant guidelines and application forms;
- Screen grant applicants to ensure all legal qualifications are met;
- Provide technical assistance to potential applicants;
- Screen all applications for completeness and request additional information if necessary;
- Review all proposals and draft summary reports;
- Maintain database of all grants awarded;
- Organize and present completed grant applications for Board review;
- Conduct site visits as needed;

- Prepare grant award and denial letters;
- Prepare grant checks;
- Review grant reports and conduct follow up;
- Develop and maintain relationships within the nonprofit sector;
- Identify successful organizations to submit proposals;
- Provide leadership and convening role as a local funder in community.

### **Fiscal/Investment**

- Collect, organize and submit pertinent financial and investment information to Executive Committee and Board;
- Responsible for timely payment of excise tax and payroll taxes;
- Maintain all financial and investment information in an up-to-date and organized fashion;
- Communicate regularly with Foundation's accountants and investment managers;
- Reconcile any cash transactions on a monthly basis;
- Collect, organize and review general ledger information with accountant;
- Assist accounting firm in preparation of all necessary schedules for audit and IRS 990 form;
- Assist accounting firm in preparation of all necessary end of year tax forms;
- Attempt to minimize operating expenses of the Foundation.

### **Communications and Public Relations**

- Develop and maintain appropriate relationships and communications with the Board, grant applicants, grantees, fellow grant makers, the public, and all others in a manner that represents the Foundation in the best possible light;
- Represent and serve as a spokesperson for the Foundation to general public, nonprofit community and local funders;
- Plan, supervise and coordinate all publications of the Foundation;
- Inform the President in a timely fashion when aware of any new information or development that may seriously impact the Foundation;