

Executive Director (ED)

Community Foundation of East Mississippi, Meridian, MS

Job Type: Full-time, exempt position. Hours may vary depending on organization needs.

Job Qualifications: Three to five years' experience in management and leadership, non-profit organization preferred; emphasis on planning, development and fundraising. Demonstrated accomplishments in working with board, staff and clients toward shared goals. Strong interpersonal and communication skills; disciplined self-starter, able to establish and meet goals and deadlines. Passionate about community betterment, able to see the large picture and integrate with personal, civic, corporate and governmental entities and resources. Demonstrate understanding of business principles, regulations and taxation applied to non-profit enterprises and donors.

Education: Undergraduate degree from a four-year college or university, graduate degree preferred.

Background and Responsibilities: The Community Foundation of East Mississippi is a nonprofit foundation, created by and for the people of East Mississippi. The Foundation assists donors in establishing both permanent and temporary funds that reflect philanthropic interests and needs which will make a positive impact on our community.

The Executive Director is a key role in the success of the organization and is responsible for development and growth of the Foundation. The position also includes working with and growing the funds of the Foundation which includes all types of charitable funds including endowments, program, donor-advised, agency and more. A key goal of the Foundation and the ED is the raising of contributions to endow the operating fund of the Foundation, thereby allowing all other charitable resources of the Foundation to go directly to specific community needs.

The ED duties will include hiring, supporting and evaluating staff; working with the Board of Directors to develop and execute strategic plans; executing and operating within policies, procedures and budgets approved by the board; and oversight of the compliance of the Foundation. The Foundation has an experienced Office Manager and accountant (CPA); the ED will oversee operational activities and assist on an as-needed basis.

Application Deadline: Open until position is filled.

To apply: Please send a letter of interest, resume and references to:

Kim Waters, Chairperson
Community Foundation of East Mississippi
P. O. Box 865
Meridian, MS 39302-0865
or email to: office@cfem.org