

Executive Director of the Allegany County Area Foundation

Suite 180, Crossroads Center, 6807 Route 19 North, Belmont, NY 14813

The Allegany County Area Foundation (ACAF) based in Allegany County, New York, seeks an EXECUTIVE DIRECTOR to lead the organization. The position calls for an innovative and seasoned leader with at least 3 years of experience in leadership and fundraising programs. Working closely with the Board of Directors, the Executive Director will guide and inspire philanthropic efforts that measurably improve the quality of life for the people of Allegany County.

Compensation is based on qualifications, experience and skills. The chosen candidate will become an employee of the Foundation, while reporting directly to the President of the Foundation's Board of Directors. This position is part-time, approximately 20 hours per week, without benefits, but includes mileage reimbursement and other assistance in the performance of the duties.

Specific duties and responsibilities of the Executive Director include the following:

- ?** **Operations and Administration**-The Executive Director provides direction and leadership in accordance with the organization's philosophy, mission, strategy, and goals including the oversight of all operations; preparation of annual budgets; management of expenses within those budgets; supervising staff; scholarship software; and development and implementation of policies and practices.
- ?** **Public Affairs**-The Executive Director is the principal spokesperson for the Foundation and will be expected to maintain good relationships and effective communication with individuals, local organizations, businesses, and the media.
- ?** **Fundraising**-The Executive Director will possess fundraising experience, including the management of data entry, writing appeal letters, speaking with civic groups and visitations.

Regarding the ideal candidate for the position of Executive Director:

- ?** He/she will be an individual with integrity and proven experience in growing small organizations.
- ?** He/she will possess strong, effective leadership and organizational skills and the ability to plan public functions and events.
- ?** He/she will be passionate and committed to the full mission and vision of the ACAF in order to bring the organization to the next level of development.
- ?** Highly motivated, he/she will have experience in nonprofit fundraising and building relationships with donors.
- ?** He/she will possess high-level writing and speaking skills, and have the ability to communicate with authority on the issues with which the Foundation is engaged.
- ?** He/she will possess (or be willing to acquire) technological skills to maintain in electronic format the foundation's records, Facebook or other social media, ACAF website and our scholarship web site.

How to Apply & Deadline: Please e-mail a cover letter and resume to: Lori Dzielski, Board President, at lori.dzielski@cbna.com by July 16, 2018. The position will become available sometime after July 16, 2018. Equal Opportunity Employer. Additional information can be found on our web site: www.alleganycountyarefoundation.org. Inquiries for further information may be directed to Lori Dzielski or call 585-593-2120 or 585-610-0593.