

Job Description - President, Hudson Community Foundation

POSITION PURPOSE:

Hudson Community Foundation (HCF), recently celebrating its 15th year, is seeking an experienced, full-time person to join us as President of the foundation. This position provides the overall vision and leadership to the board, staff and constituencies of the foundation including the grantee agencies, donors and community leaders. A significant portion of the President's time will be devoted to development; other responsibilities include foundation management and administration.

The President must take the lead in marketing the Foundation within the community and in making the Foundation a visible catalyst and advocate for enriching Hudson. The President will collaborate with other organizations for positive change in the community and must develop solid relationships with the other local foundations.

Ideally, this person will have current relationships with leaders in business, industry, government and philanthropy in the Hudson community and a fundamental understanding of philanthropy.

This is a highly visible position that requires exemplary interpersonal skills; including, the ability and credibility to engage and interact with key leaders and a natural ability in communication both verbally and written.

MAJOR RESPONSIBILITIES:

1. Identify prospective donors.
2. Work with individual donors and professional advisors to secure planned gifts and bequests for the Foundation.
3. Coordinate fund development activities for other Foundation-initiated programs. Manage marketing and public relations events and any fundraising activities including the Now and Forever Fund.
4. Be responsible for the development, administration and management of the Foundation's staff members and keep the board informed of current trends and issues in philanthropy.

QUALITIES AND QUALIFICATIONS:

1. Demonstrated development experience with proven record of accomplishment of raising major gifts from a diverse group of donors including individuals, foundations and corporations.
2. Demonstrated capacity in balancing the fund seeking and service components of a development program.
3. Excellent verbal and written communication skills.
4. Strong interpersonal and networking skills including the ability and credibility to engage and interact with key leaders from the community's businesses, faith organizations, government, nonprofits, other foundations and target audiences.
5. Ability to work with and motivate Board volunteers.
6. A fundamental knowledge of philanthropy, the ability to manage a small and involved staff, and the ability to anticipate and manage change.
7. Good sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation.
8. The knowledge and experience to motivate, coach and develop staff and to meet objectives including anticipating challenges, identifying issues and developing solutions.
9. Deep interest and love for Hudson and philanthropy.
10. Bachelor's or Master's degree with substantial professional training in fund raising, marketing/and or public relations, is preferred.

Applicants should send their letters of intent and resumes to Drew Forhan at info@mycf.org. Unfortunately, we cannot take calls at this time.