

The Wagnalls Memorial

Job Description for the Executive Director

Job Title: Executive Director
Department: Foundation and Library
Supervisor: The Board of Directors

The Executive Director is the key management leader of The Wagnalls Memorial. The Executive Director is responsible for overseeing the administration, staff, programs and strategic plan of the organization along with the primary mission to fundraise, marketing and community outreach. This position reports directly to the Board of Directors. In particular, the duties of the Executive Director will include but not be limited to:

Financial Performance and Viability:

- Expand revenue generating and fundraising activities to support existing program operations and future program operations.
- Develops resources sufficient to ensure the financial health of The Wagnalls Memorial.
- Responsible for fundraising and developing other resources necessary to support The Wagnalls Memorial mission.
- Responsible for the fiscal integrity of The Wagnalls Memorial, to include submission to the Board of Directors a proposed annual budget for the Library and Foundation along with monthly financial statements, which accurately reflect the financial condition of The Wagnalls Memorial.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Deepen and refine all aspects of communications/marketing -from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities making sure that the methods are in place for them to take advantage of opportunities of giving.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation

Qualifications:

To perform this job successfully, the Executive Director should demonstrate competence in the areas listed below. In particular, the knowledge, skill, ability, and attributes of the Executive Director should include but not be limited to:

- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Bachelor's degree, preferred.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Excellence is organizational management with the ability to coach and manage staff and manage a budget.
- Past success in working with a Board of Directors and the ability to cultivate existing board member relationships.
- The ability to keep confidentiality in handling sensitive information.

Salary commensurate with experience.

Please submit your resume to: Personnel Committee, John Bitler – Chair
jbitler@wagnallsfoundation.org

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