



POSITION DESCRIPTION

PRESIDENT

Reports To:	Board of Trustees
Date Prepared:	September, 2023
FLSA Status:	Exempt
Salary Range:	\$140,000-\$150,000

Position Summary:

The President will inspire and assist individuals in meeting their charitable desires. The President will understand the breadth of philanthropic fundraising with the knowledge of the importance of relationship building as well as fiduciary responsibility, ethics, and accountability. The President will do more than cultivate and secure a gift – they must be strategic and give exceptional donor service, ensuring the credibility of each gift.

Duties/ Responsibilities of the President:

- will direct all aspects of the Foundation's work. The President will be accountable to the Foundation Board of Trustees working side by side with the Board in setting long-term and annual goals consistent with the vision, mission, and policies of the organization.
- manages all administrative endeavors of the Foundation including strategic planning, developing budgets, and serving as principal grant-making fiduciary.
- serves as the ultimate supervisor of the organization's human resources and is responsible for managing employees and volunteers, hiring, mentoring, and evaluating staff.
- must ensure compliance with state and federal laws governing nonprofit organizations.
- oversees communications and serves as the primary spokesperson to internal and external audiences and cultivates those audiences to support and promote the mission and vision of the organization.
- is responsible for oversight, planning, and implementation of a comprehensive development program that secures the significant financial resources needed to support the mission of the Foundation.
- serves as the lead fiduciary of the organization which includes financial and investment monitoring, accountability, and auditing by represent the Board and Pines of Sarasota Foundation in the public forum.
- works closely with his/her counterpart at Pines of Sarasota and the Boards of that organization.
- is responsible for overseeing all capital campaign efforts for Pines of Sarasota

- is responsible for overseeing all the planned giving and endowment efforts for the organization.
- is to develop a spirit of cooperation and teamwork while demonstrating the ability to make decisions independently and indicating a strong positive image of self and own skills, capabilities, and judgment.
- solicits major donors and continues to nurture lasting relationships.

Skills and Abilities:

- Extensive management experience including the ability to motivate, lead, set objectives, and manage the performance of a staff and volunteer team
- Demonstrated experience using effective interpersonal skills, listening, diplomacy, and tact to build strong relationships with donors, volunteers, and all levels of staff.
- Proven success in asking for and closing major gifts and building and maintaining long-term relationships with major donors, foundations, and corporations.
- Ability to communicate a compelling and inspired vision and sense of core purpose.
- Ability to inspire, motivate, and marshal resources throughout the entire organization.
- Working knowledge of current trends in charitable giving, particularly in the areas of major gifts and planned giving.
- Working knowledge of nonprofit accounting, fiduciary responsibilities, and budgeting.
- Successful experience in managing and tracking multiple prospects and donors.
- Strong communication and presentation skills; ability to persuasively convey the mission of Pines of Sarasota Foundation to diverse groups including donors, corporate executives, board members, and others who are important to the organization's prosperity.
- Ability to work with and communicate with a wide range of people – the public, Pines of Sarasota leadership, influential donors, prospects, and others.
- Ability to educate and inform prospective and existing donors about appropriate giving vehicles.

Minimum Requirements

- Bachelor's degree in communication, business management, nonprofit management, or an equivalent combination of education, training, and expertise.
- CFRE Preferred
- Individuals must possess a minimum of ten years of development experience in an organization involving a significant number of people with diverse and varied interests and backgrounds.

Please send by the deadline on Thursday, November 30, 2023, a cover letter and resume with compensation requirements to: Karen@MBJGroup.com.