



COMMUNITY  
FOUNDATION

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GRAND RAPIDS AREA

**The Grand Rapids Area Community Foundation (GRACF) is seeking applicants for the position of Executive Director.**

**Position Summary:** The Executive Director is the key leader of the GRACF. With direction from the Board of Directors, the Executive Director leads the Foundation to promote its mission, maintain positive relationships within the community and the organization, achieve organizational goals and maintain sound financial practices. Responsibilities include:

- Provide organizational leadership;**
- Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach;**
- Ensure donor development and preservation;**
- Oversee and implement organizational operations;**
- Protect and grow resources to ensure the financial health of the organization.**

**Education and/or Experience:**

1. Experience and exposure to the nonprofit sector through employment, board experience, etc.
2. Experience and understanding of non-profit financial issues and investment management.
3. Understanding of investments, banking and community foundation programming.
4. Understanding of donor and fund development concepts.
5. Experience with planned giving preferred.
6. Experience with public speaking and ability to provide presentations to groups of people.
7. Experience in managing and supervising employees.
8. **Knowledge of, experience with, and a passion for the Greater Itasca Area communities and community issues.**

*The Grand Rapids Area Community Foundation is a non-profit organization that is the philanthropic partner for organizations, donors, and financial professionals to join charitable intentions with community needs to improve the quality of life in the greater Itasca County area.*

**To apply please send your letter of intent and resume to [GRACFapplication@gmail.com](mailto:GRACFapplication@gmail.com).**  
Application deadline is August 12<sup>th</sup> or until position is filled.