

# **Baptist Foundation of Illinois**

## **Position Description**

**Position Title:** Executive Director

### **Essential Functions:**

Lead the Baptist Foundation of Illinois with vision and vigor; plan, organize, direct and evaluate activities within the boundaries of the Foundation's core values that fulfill its mission and vision.

Grow assets under the Foundation's management: unrestricted funds, endowments, donor-advised funds and funds held for others.

Solicit funds for current mission and ministry needs of the Illinois Baptist State Association.

### **Expected Activities:**

Operate within Foundation board policies, the Cooperative Agreement with the Illinois Baptist State Association and the Illinois Baptist State Association Constitution.

Implement and update the Foundation long-range strategic plan; recommend annual program, calendar and budget; report on program results and utilization of resources.

Identify, cultivate and solicit donors and prospects for the Baptist Foundation and the Illinois Baptist State Association.

Oversee the maintenance of accurate and current record of donors and prospects, including recording, receipting, acknowledging and reporting donations.

Develop and maintain appropriate education materials and presentations; maintain availability for speaking and presentation opportunities; maintain speaking and presentation skills.

Prepare Board and committee meeting agendas, necessary documents and reports.

Regularly engage in personal and professional growth.

Perform other tasks as assigned by trustees and by the Associate Executive Director, IBSA.

### **Accountability:**

Growth in the Foundation's permanent endowments and investments; growth in funds received for current IBSA mission and ministry needs.

Compliance with Foundation Board policies, IBSA Constitution and regulatory requirements.

Maintain positive relationships with donors, churches, Directors of Missions, Illinois Baptist State Association staff and board, and Foundation Trustees.

## **Relationships:**

Reports to IBSA's Associate Executive Director of Communication for supervision and for direction in IBSA fundraising and development; ultimately responsible to the Foundation Board of Trustees for performance related to Foundation leadership.

Provides monthly reports to the Illinois Baptist State Association.

Directs the work of the IBSA Communications Team's ministry assistant in matters related to Foundation support.

Relates to Foundation service providers: investment managers, legal consul and auditors.

Acts as liaison with attorneys, accountants, financial advisors and other intermediaries for the purpose of facilitating current and/or deferred gifts from existing and prospective donors.

## **Desired Qualifications:**

Chooses to be an active member of an Illinois Baptist State Association Church; possesses a contagious Christian experience.

Able to manage a one-person mission-driven nonprofit organization, including development, fundraising, financial management and board development.

Prior experience in development, planned giving and estate planning.

Strong communication skills including written, oral and interpersonal skills.

Ability to manage extensive travel.

Strong organizational skills and able to manage time effectively.

Minimum Education: Bachelor's Degree, Masters preferred, appropriate professional certifications a plus.

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