



Executive Director Position Announcement
February 21, 2025

Position Type: Full-time, Exempt

Location: Prineville, Oregon

Reports to: Board of Directors

Position Overview: The Executive Director (ED) is the chief executive officer of the Crook County Foundation, a tax-exempt 501(c)3 public charity with an annual operating budget of approximately \$200,000 and approximately \$2 million in assets managed. They are responsible for the overall strategic, operational, and financial management of the organization. The ED ensures that the foundation fulfills its mission to support arts and culture, leadership development, community vitality, and the management and distribution of numerous educational scholarships. There are no direct report staff although volunteers and contract vendors require management and coordination. The new ED will be the Foundation's first full-time executive. The current part-time ED is retiring in mid-June. It is desirable to have the new hire in place before that time for onboarding and to create a smooth transition.

Key Responsibilities:

- **Leadership and Vision:** Together with the Board of Directors, develop and implement the foundation's strategic plan in alignment with its mission and goals. Inspire and motivate staff, volunteers, and stakeholders.
- **Program Management:** Oversee the planning, implementation, and evaluation of all programs. Provide staff support to Foundation committees and programs including developing, scheduling and promoting programming. Recommend and implement areas for improvement and opportunities for enhancement.
- **Financial Management:** Support the board in ensuring the financial capacity and sustainability of the Foundation through diverse funding streams. Develop and manage the foundation's budget, ensure financial stability, and oversee fundraising efforts, including grant writing, donor cultivation, and fundraising events. Ensure all bookkeeping and accounting activities are completed correctly and in a timely fashion and in compliance with generally-accepted accounting principles.
- **Donor Relations and Fund Development:** Identify and cultivate prospective donors. Build and maintain relationships with donors through regular personal contact. Identify and apply for funding resources including foundation and corporate grants. Assist donors in setting up charitable gifts to the Foundation. Develop and maintain a donor database. Provide for appropriate recognition and documentation of gifts.
- **Community Engagement:** Build and maintain relationships with key stakeholders, including donors, community leaders, and other nonprofit organizations. Represent the foundation in the community and advocate for its mission and programs.
- **Board Relations:** Collaborate with the Board of Directors to define and communicate the foundation's vision and direction. Prepare for and participate in board meetings, providing timely and accurate information. Work with executive committee to develop monthly board meeting agendas, distribute board packets, provide monthly staff report and record minutes of board meetings.

The Crook County Foundation brings together people, resources, and inspiration to enrich Crook County through leadership, education, arts, and community service.

- **Public Relations:** Represent the Foundation and promote its mission with enthusiasm and professionalism. Advocate for the Foundation mission, goals and activities through active community participation and involvement. Oversee the development and implementation of marketing and communications strategies to enhance the foundation's public image and outreach. Oversee website, Facebook and other social media presence, and non-digital promotion.
- **Compliance and Policy Development:** Ensure that the foundation adheres to all legal, regulatory, and donor requirements. Develop and implement policies and procedures to ensure efficient operation.

Minimum Qualifications:

- Previous non-profit experience.
- Previous experience with similar job responsibilities.
- Proven fundraising abilities and knowledge of non-profit ethics, laws and management practices.
- Experience in communications, public relations and/or marketing.
- Excellent written and oral communications skills, including public speaking.
- Understanding of accounting and financial management basics.
- Effective personal and interpersonal behavior skills.
- Creativity and flexibility in managing multiple projects.
- Competent computer skills and knowledge of word processing, database, financial management, spreadsheet and design applications.
- Ability to work independently, managing multiple projects.
- Ability to work flexible hours.
- A passion for arts, culture, leadership development, community vitality, and education.
- Ability to adapt to and thrive in a rural environment, including flexibility in addressing the unique needs and priorities of the community.

Preferred Qualifications:

- Demonstrated experience living and/or working in rural communities, with a deep understanding of the unique challenges and opportunities faced by such areas.
- Proven track record of successfully engaging and building trust with local communities, including residents, businesses, and other stakeholders.
- Strong cultural competence and sensitivity to the traditions, values, and needs of rural communities.
- Established connections and networks within the Crook County community.
- Experience in grassroots leadership with the ability to mobilize and inspire community members.
- A collaborative and inclusive leadership style that fosters trust and cooperation among board, partners, volunteers, and community members.
- Experience with Oregon/Pacific Northwest funders.
- Experience with QuickBooks or other professional financial management software.

Benefits:

- Starting salary: \$60,000 to \$75,000 depending on qualifications
- Contribution to medical insurance
- Two weeks annual paid vacation
- 10 paid holidays
- Flexible schedule but will include periodic early morning, evening, and weekend commitments
- Work can be based from home or local office, but must be located in Central Oregon, preferably in Crook County

To apply:

- Submit a cover letter and resume to steve@ccprd.org. Applications will be accepted until the position is filled. However, to be considered in the initial screening process, please submit no later than 5:00pm on March 21, 2025.

About the Crook County Foundation:

With the vision for a vibrant and engaged Crook County where people learn, work, play, and prosper, the Foundation manages a diverse portfolio of projects in the areas of arts, education, community vitality, and leadership. 2024 highlights included awarding nearly \$111,000 in scholarships to Crook County students pursuing higher education goals and supporting families in need by providing holiday gifts to 564 children and distributing over 8.5 tons of non-perishable food. In 2025, the Foundation will launch an updated Leadership Crook County program, while continuing its popular summer parks concerts and providing an array of programs focused on community wellbeing. The Foundation also manages a fiscal sponsorship program for local projects and activities.

Founded in 1998 by the City of Prineville, Crook County, Crook County School District, Crook County Parks and Recreation District, and Prineville-Crook County Chamber of Commerce, the Foundation is governed by a board of directors, comprised of representatives from each of the founding partners and community members at-large. More information: www.crookcountyfoundation.org

Crook County Foundation
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