



# JUNIOR LEAGUE OF CHARLESTON

## Executive Director

### Job Description

#### Position Summary

The Executive Director of the Junior League of Charleston (“JLC”) is responsible for fostering a culture of philanthropy in support of the JLC’s policies, procedures and objectives established by the JLC Board of Directors while providing leadership to members and staff. The Executive Director is charged with providing administrative and operational oversight for all aspects of fund development, communication strategy, marketing and public relations activities and will build strategic relationships for the JLC’s continued success. The Executive Director will lead the design, implementation, and management of JLC strategies to identify, cultivate, solicit, and steward donors with a specific focus on cultivating individual donors and foundations. The Executive Director will work to help diversify and grow the organization’s revenue streams by identifying and developing the critical processes required to increase both the number of donors and the level of support for the organization.

The Executive Director demonstrates flexible and efficient time management and can prioritize workload. He or she must pursue continuing self-development and professional growth with Board direction. This position reports to the President directly and works in cooperation with Board members, Executive Vice President, Management Team and other volunteers to implement the JLC goals and to fulfill its mission. The Executive Director’s knowledge and skills include the ability to successfully manage and motivate volunteers and staff, experience in maintaining donor and financial records and general knowledge of fundraising techniques with a focus on capital and endowment giving.

#### Responsibilities and duties of the position include:

1. Participates with the President, President Elect, Executive Vice President, and other leadership positions to define the organization’s strategic development direction.
  - Elevates the culture of philanthropy throughout the JLC.
  - Ensures compliance with the JLC’s own policies and Bylaws.
  - Works with and motivates a broad spectrum of people including members of the Board, major donors, volunteers, community leaders, and other staff members.
  - Drives the strategic planning process and influences the Board of Directors concerning strategic options.
  - Develop and implement short-term and long-term development plan and provide leadership to JLC Fundraising Council and Fund Development Committees
  - Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; informs the President, Executive Vice President, and fundraising committees on current trends, issues, problems and activities to facilitate strategic decision making.
  - Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.

- Helps establish performance measures, monitors results and helps the Fundraising team evaluate the effectiveness of the JLC's fundraising program.
2. Serves as the executive staff person of the JLC and establishes and maintains effective working relationships with a variety of internal and external audiences including the Board, staff, volunteers, civic leaders, community partners, donors and current and prospective fund development partners (e.g., grants, sponsors, corporate partners).
    - Secures financial support from individuals, foundations and corporations.
    - Creates and execute a strategy for a large sustained base of annual individual donors.
    - Researches, writes and secures all grants and ensures compliance and reporting requirements are met for all grants in coordination with volunteer grant writer.
    - Provides support to the Board of Directors and Management, preparing a monthly report to the Board of Directors with a monthly contribution list, attends monthly Board of Directors meetings and other member meetings as needed
    - Performs fiscal services including confirming that financial statements are submitted to the Board of Directors, monitoring the Budget, develops and tracks proposals and reports for all foundation and corporate fundraising, executing staff payroll, and maximizes technology and fundraising systems to achieve development objectives.
    - Provides appropriate training for staff or volunteers related to development and communications
    - Provides assistance to the Junior League of Charleston Diaper Bank as needed
    - Performs others duties as assigned
  3. Develop and implement external communications and support for the JLC with the President, Executive Vice President and Vice President of Communications
    - Manages Social Media strategy and works with councils for content and execution
    - As needed, fills in as a spokesperson of the JLC for the President
    - Develops and supports *Cobblestones* publication with VP Communications and councils
    - Acts as primary contact for National Diaper Bank Network.
  4. Supports successful implementation of fundraising and development programs.
    - Serves as consistent JLC contact for donors to maintain ongoing, strong donor relationships and is the resident expert on fund development programs.
    - Attend all donor events.
    - Develops strategy and conducts individual fundraising initiatives (annual giving, corporate giving, Sustainer Circle, major gifts, bequests, capital campaigns) as applicable.
    - Participates with Development leadership team in soliciting major gifts.
    - Plans and manages appropriate stewardship of all gifts including thank you letter/tax receipt correspondence.
    - Tracks timing of donor giving and grant submission deadlines.
    - Assists with yearly Development materials for all fundraising committees including marketing materials and correspondence with potential donors.