



Job Description – Executive Director

About the Organization

The Parks Foundation of Hendricks County (PFOHC) is a 501(c)(3) not-for-profit headquartered in Plainfield, Indiana that seeks to advance the success of all parks within Hendricks County.

The PFOHC works to enhance the natural and cultural resources and the visitor experience of parks by funding expansions, projects, and programs, which are beyond the financial capacity of the Parks. Since its inception in 2009, the Foundation has funded numerous projects and programs.

Annually overseeing around \$100,000 in fundraising activities, the PFOHC signature events include the Summer Fun Run Series and the Maple Syrup Days at McCloud Nature Park. In addition to fundraising efforts, the Foundation also works as a funding pass-thru in support of parks grant opportunities. The Foundation is governed by an 11-member board comprised of cross-industry professionals who are passionate about parks and recreation.

About the Role

The Executive Director (ED) of the Parks Foundation of Hendricks County is a charismatic leader who desires for all to grow park programming success in Hendricks County. A recognized leader in the community, the position has three primary functions (responsibilities underlined are considered top priority):

1. *Develop Fundraising Activities and Strategies to support the Foundation's growth*

The ED also plays a key role in PFOHC fundraising strategy development to increase balances in the PFOHC general fund including:

- a) Educating and guiding Board member in fundraising and donations, including working with board members to cultivate annual and sustaining gifts.
- b) Leading a volunteer Board Committee for the organization of the inaugural Gala Fundraiser
- c) Leads PFOHC marquee fundraising events, including the Summer Fun Run Series and provides leadership on the development of an annual gala
- c) Oversees the Friends of Parks Foundation program
- d) Develops, maintains and service donor management system
- e) Researches and prioritizes applicable grant opportunities to grow PFOHC Annual Fund
- f) Attends community meetings and events on behalf of the organization

2. *Interfacing with Parks Department Leadership Based, develop programming content to highlight parks within the County.*

The ED interfaces with all locality park departments to serve as a trusted partner in advancing those departments' strategies in park programming and development. Partnerships include:

- a) Write grants on behalf of park entities looking for opportunities for matching grants
- b) Advancing Park Programming through the PFOHC marketing channels
- c) Provide on-site staffing support for events (Subject to administrative fee)
- d) Provides financial support through means of 501(c)(3) pass through activities for grant-writing efforts
- e) Serves as a convener of local park departments to share best practices, industry trends, and facilitate park to park goodwill activities
- f) Leads the Grant Committee that oversees the Foundation's grant program which is open to all park departments in the county

3. *Provides Administrative Leadership to PFOHC Operations and Board*

The ED is responsible for operating an efficient organization, including:

- a) Management of all financial activities, including board reporting of financial statements, and ensuring appropriate AP activities
- b) Providing on-site event support, including registrations, volunteer solicitation, and other support activities
- c) Board Relations:
 - a. Working with Board Chair, identify potential board members
 - b. Maintain Board Charter and Term Tracking
 - c. Prepare Board Meeting packets, including development of Executive Director Report
 - d. Stay apprised of all corporate compliance requirements to keep PFOHC in good standing
- d) Manage all Marketing and Communication channels of the Foundation, including social media, e-newsletter, and other applications
- e) Research and recommend new administrative processes and potential third-party contractors
- f) Annually meet with Board Chair to review annual goals

The Parks Foundation of Hendricks County offers a family friendly work environment, including flexible hours, annual stipend for professional development activities, and the ability to work remotely. **The position is currently scheduled as a 20-hours a week, non-benefitted role.** The Board of Directors is supportive of growth in the role (including adding benefits) once a sustainable level of fundraising is achieved.

It is the policy of the Parks Foundation of Hendricks County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The Parks Foundation of Hendricks County prohibits any such discrimination or harassment.