



President & CEO Essential Functions

Working with Donors – Critical Importance

- Cultivate new prospective donors (individuals, businesses, foundations)
- Manage relationships with existing donors
- Plan and execute comprehensive fundraising programs (annual campaigns, special events, planned giving)
- Oversee grant opportunities available and submission of applications
- Represent Children's Fund in the public, at community events, and fundraisers
- Cultivate and maintain relationship with auxiliary partners

Working with Board Members – Critical Importance

- Assist with board recruitment and development of new members
- Maintain relationship with each Board Member
- With help of Board Chair, assist with the development and running of Executive Committee and Board meetings

Working with Agencies and Related Contracts – High Importance

- Have knowledge of contracts related to each agency
- Work with staff to cultivate new potential agencies / contracts
- Build / maintain relationships with management or board of agency

Working with Staff – High Importance

- Manage senior staff including reviews and evaluations
- Work with staff to prepare and oversee the development of the annual business plan including budgeting and staffing
- Ensure operations are in compliance with legal, moral, and fiduciary responsibilities