

## Executive Director Marin Charitable

*Location: Remote | Status: Part-time exempt | Reports to: Marin Charitable Board of Directors*

Marin Charitable is currently looking to hire our first employee, an Executive Director. We are currently an all-volunteer, all women, nonprofit organization celebrating 63 years of service. We raise funds in order to provide grants to nonprofit organizations with programs serving middle and high school-aged youth within Marin County. Marin Charitable is a registered 501(c)(3) charity.

The Executive Director (ED) will provide strategic leadership, oversee operations, and support various committees to ensure the growth of the organization. The ED will work closely with the Board, volunteer chairs, and committees to enhance fundraising, membership, and community engagement efforts.

---

### Key Responsibilities

- **Fundraising**
  - Support the Fundraising Chair and Committee with donor cultivation, event sponsorships, and planning for annual events.
  - Lead strategies to attract new donors and execute fundraising mailings.
  - Build upon Marin Charitable's grant-procurement efforts. Research and submit grant proposals for new funding opportunities.
  - Cultivate endowment growth and bequests.
- **Marketing and Communications**
  - Collaborate with the Marketing/Communications Chair and Committee on community outreach, partnerships, promoting annual events, website updates, and social media presence.
  - Ensure regular internal and external communication through newsletters, press releases, and publicity efforts.
- **Membership**
  - Collaborate with the Membership Chair and Committee to promote growth. Assist with recruitment events, and member onboarding.
  - Assess membership strategy and messaging for increased engagement.
- **Grants**
  - Support the Grants Chair(s) and Committee in the grantmaking process. Assist with outreach to the nonprofit community
  - Assist with the annual Grant Ceremony.
- **Finance**
  - Assist the Bookkeeper and Treasurer with document preparation, financial strategies, and participation in Finance Committee and Endowment Committee meetings.
  - **Banking and Reporting**
    - Collaborate with the Treasurer and Database Administrator on weekly deposits and monthly financial reporting.
    - Execute daily financial operations/banking.
- **Governance**
  - Coordinate with the Board President on governance, strategic planning, and board meetings.

- Support the annual nominations committee and participate at general, board and committee meetings.

## **Operational Management**

- **Internal Systems and Operations**
  - Coordinate with the Database Administrator on data reporting and analysis.
  - Research and recommend updates to event software, operational systems, and website tools.
  - Oversee compliance in all business operations (insurance, nonprofit status, accounts payable, etc.).

## **Special Projects**

- Handle unique opportunities or special projects, such as video productions, financial audits and guest appearances, as they arise.
- 

**Job Type:** Part Time, 75%

### **Benefits:**

- Salary \$70,000-\$75,000 per year
- PTO, Paid sick time, 403(b) retirement account available, flexible work schedule

### **Qualifications**

- Strong leadership and organizational skills.
- Excellent communication skills, both verbal and written.
- Ability to collaborate effectively with volunteer leaders, board members and the community.
- Proven experience in nonprofit management, operations, or a related field.
- Ability to work evenings and weekends as needed.
- Self-starter.

### **Beneficial but not Required**

- 4-year college degree
  - Proficiency in financial management
  - Fundraising experience
  - Familiarity with DonorPerfect or other CRM software
  - Knowledge of, or experience with, Marin Charitable
- 

**To Apply:** Please submit your resume and cover letter detailing your experience and interest in this position to [Hiring@MarinCharitable.org](mailto:Hiring@MarinCharitable.org) by December 6, 2024.