

THE HINTON AREA FOUNDATION, INC

POSITION DESCRIPTION: EXECUTIVE DIRECTOR

EMPLOYED BY: Board of Directors

RESPONSIBLE TO: Board of Directors

IMMEDIATE SUPERVISOR: President, Board of Directors

PURPOSE OF POSITION

The Executive Director provides professional leadership to the Board of Directors and is responsible for the overall management, daily operations, administrative functions, public representation, and growth of the Foundation. This role combines strategic leadership with hands-on administrative and operational support to ensure efficient and effective organizational performance.

SCHEDULE & COMPENSATION

Full-time position: Monday–Friday, 9:00 AM – 4:00 PM, with flexibility as needed for meetings, events, and community engagement

Salary Range: \$40,000 – \$70,000 annually, commensurate with experience

Benefits:

- This position does not include health insurance or retirement benefits
- Flexible work schedule to accommodate organizational and community needs
- Paid time off, including vacation and sick leave

BASIC QUALIFICATIONS

- High school diploma required; additional education or relevant experience preferred
- Strong familiarity with Hinton, Summers County, and surrounding communities
- Professional appearance and demeanor when interacting with donors, board members, and the public
- Excellent interpersonal, organizational, and communication skills
- Ability to work independently with minimal supervision
- Strong attention to detail and time management skills
- Ability to maintain confidentiality with discretion and professionalism
- Public speaking and relationship-building skills
- Ability to travel and participate in training or fundraising opportunities when required
- Proficiency in office systems, data management, and communications tools
- Ability to identify and pursue funding opportunities

GENERAL RESPONSIBILITIES

Leadership & Management

- Work closely with the Board to develop and implement strategic and business plans
- Establish and maintain administrative policies and procedures aligned with best practices and national standards
- Coordinate the work of the Board and committees; serve as ex-officio member of committees
- Prepare reports and present updates to the Board and committees
- Oversee contracts, partnerships, and organizational compliance
- Develop and manage the annual budget; maintain fiscal controls and oversee audits

Administrative & Office Operations

- Manage daily office operations, including communications (email, phone, mail, walk-ins)
- Maintain records, donor database, and organizational files
- Order office supplies and manage vendor relationships, invoices, and payments
- Prepare bank deposits and maintain accurate financial logs of donations
- Generate and send donor acknowledgment letters for tax purposes
- Prepare for Board meetings, reports, and communications
- Maintain accurate tracking of pledges, gifts, and fund activity

Asset Development & Donor Relations

- Build and maintain relationships with donors, fund holders, and community stakeholders
- Identify and pursue funding opportunities and donor prospects
- Develop and implement fundraising strategies and campaigns
- Maintain and monitor all endowed funds in compliance with IRS regulations
- Collaborate with professional advisors and community partners

Public Relations & Communications

- Serve as the primary spokesperson for the Foundation
- Maintain regular community engagement and public presence
- Oversee marketing, public relations, and media communications
- Develop and distribute newsletters, press releases, and annual reports
- Manage social media and outreach efforts

Grant & Scholarship Management

- Coordinate grantmaking and scholarship programs
- Work with committees to manage applications, selection, and award processes
- Ensure compliance with grant agreements and reporting requirements
- Support fundraising and events related to scholarships and grants

Committee & Program Support

- Provide administrative support to all Board committees

- Coordinate application processes, documentation, and communication
- Support event planning and execution

Additional Duties

- Attend Board meetings and community events as required
- Provide assistance to donors and fund holders regarding account information
- Perform other duties as assigned by the Board of Directors

SUMMARY

This position is a hybrid leadership and administrative role requiring both strategic vision and hands-on execution. The Executive Director plays a critical role in strengthening the Foundation's impact, visibility, and long-term sustainability within the community.

TO APPLY:

Send Cover Letter and resume to: info@hintonareafoundation.org

Priority given to applications received by May 29