

CORNERSTONE



FOUNDATION

OF NORTHEASTERN WISCONSIN, INC.

Cornerstone Foundation of Northeast Wisconsin

Executive Director

Green Bay, WI

Part-time with flexibility required

Cornerstone Foundation of Northeast Wisconsin is an impactful non-profit that has been a cornerstone of philanthropy in Brown County since 1953.

We strive to improve the lives of people in our community by supporting organizations that are demonstrably helping those in most need physically, spiritually, and emotionally. Leveraging high impact human services, health, and education not-for-profits is our focus. We do this through operating support, program funding, and capital campaign participation. We operate with a strong sense of purpose, guided by our values of compassion, courage and respect.

Position Summary:

The Executive Director of Cornerstone Foundation performs a crucial leadership role in advancing Cornerstone's mission and must display a commitment to the organization and its history using the highest personal integrity, standards, and professional ability.

The Executive Director is responsible for the development, maintenance, and support of the operating and administrative systems of the foundation and reports directly to the President of the Board.

Key Responsibilities:

Strategic Leadership:

- Provide strategic leadership in alignment with the foundation's mission and long-term goals.
- Maintain a strategic eye toward the future, bringing innovative ideas, including appropriate technology advancements to the board for consideration.

Board Relations:

- Collaborate with the Board of Directors to provide regular updates, seek input, and engage in strategic decision-making.
- Manage all aspects of board meetings and communication with board members.

Granting Process:

- Manage the granting process including meeting with applicants, reviewing and evaluating applications, making recommendations to the board, follow through on decisions, monitoring and reporting on funding effectiveness.

Community Engagement:

- Build and maintain strong relationships with key stakeholders, including community organizations and partners.
- Represent the foundation within the community at meetings, conferences, and events to develop relationships and maintain an awareness of the needs and pulse of the community.

Financial Management

- Manage the foundation's budget, financial resources, and financial reporting to the Board.

Qualifications:

- Bachelor's degree in a related field or related experience.
- Proven leadership experience.
- Experience in local non-profit and community organizations preferred.
- Commitment to the foundation's mission and values.
- Ability to manage organizational finances and budgeting.
- Excellent communication and networking skills.
- Lives in the community Cornerstone Foundation serves.

To apply for this position, submit your resume, a cover letter, and at least three professional references to Mary Schaupp, Cornerstone Foundation Search Committee Chairperson at mgschaupp@gmail.com or 1175 Lombardi Avenue, Suite 450, Green Bay, WI 54304.

Application deadline: January 3, 2024