

## Executive Director

Our client, **Trees Forever**, located in Marion, Iowa – is adding a new **Executive Director** to their organization. The ideal candidate will provide vision and leadership to the board and team, and actively participate in development and fundraising. The Executive Director reports directly to the Board of Directors and serves as the primary liaison between staff and board. The Executive Director serves as a member of the Trees Forever Board of Directors and may serve as a Trustee on the Trees Forever Foundation.

### Major Responsibilities:

- Provide leadership to the Board of Directors, Trustees and Staff on the organization's philosophy, mission and strategy, and to its annual objectives and goals.
- With the Board Chair, enable the Board of Directors to fulfill its governance function by developing plans and an annual calendar and schedule.
- Work with Board Chair to create the Board committee structure and ensure that members function effectively and facilitate the optimum interaction between staff and the Board.
- Execute and supervise agreements and compliance together with other appropriate officers and staff as required by law and the policies of the organization.
- Keep the Board Chair, Board and Trustees fully informed on the state of the organization and ensures regular reporting to the Board/Foundation on finance, programs, metrics, and on annual goals and strategic planning.
- Assure that the organization has a long-range strategy that achieves its mission along with consistent and timely progress on strategic goals and objectives.
- Assure adequate financial and programmatic reporting and outcomes.

### Development and Organizational Effectiveness:

- Works with Director of Development, Board and Trustees to nurture strategic partnerships, sponsors and donors.
- Cultivates and secures individual and corporate giving through annual, long-term, and planned gifts.
- Ensures organizational visibility through marketing, promotion, and communications.
- Recognize individual and organizational contributions to the success of the organization, including volunteers, donors and partners.
- Provides leadership for non-partisan, advocacy efforts that support the organization's mission.

### Qualifications:

- Bachelor's degree or equivalent high-level executive experience
- Up to 40 – 50% travel. This includes events, fundraising, partnership meetings, meeting with staff and attending staff retreats, etc. Not all is overnight, some of it is daytime travel.
- Understands and implements financial management systems and controls
- Listens to diverse points of view, and supports other people's decisions
- Looks outside the organization for ways to improve
- Expresses confidence in people's abilities
- Speaks with conviction about meaning of work
- Fosters and sustains internal/external relationships
- Demonstrates an adaptive communication style suitable for a wide range of individuals
- Recognizes the connection between fundraising strategy and program goals
- Develops a team environment and fosters empowerment within the organization



**Application Instructions:**

Email cover letter, resume and references to [jmead@theoverturegroup.com](mailto:jmead@theoverturegroup.com)

Direct inquiries should contact Jaime Mead, Recruiting Talent Manager, at The Overture Group, [jmead@theoverturegroup.com](mailto:jmead@theoverturegroup.com).

Comprehensive background check required.

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