

Incourage Community Foundation
Position Description

Position: Executive Liaison
Status: Exempt, Full-Time
Reports To: CEO

JOB SUMMARY

- Support the CEO in developing and maintaining relationships with key constituents; including national and local partners, educational institutions, government representatives, civic leaders, business and non-profit entities, donors, prospects and others.
- Manage the flow of information, decisions and activities from the office of the CEO to the leadership team, staff, board of directors, and others.
- Design and coordinate effective meetings to maximize learning and impact for all participants.
- Coordinate and oversee special assignments as required or scheduled.
- Draft correspondence and documents as requested.
- Act on the CEO's behalf as appropriate.

QUALIFICATIONS

- Education: Associate's degree required; Bachelor's degree preferred.
- Experience: Minimum 3 years relevant experience; including demonstrated leadership success and knowledge of community development concepts.
- Knowledge, Skills, and Competencies: Excellent verbal and written communication skills; strong adaptive skills, including the ability to build relationships, support committees, lead staff, assist consultants and engage stakeholder groups. Familiarity with Microsoft Office products, including PowerPoint.

TO APPLY

- Please submit a cover letter and resume to jobs@incouragecf.org by Friday, March 22, 2013.

Incourage Community Foundation is an equal opportunity employer.