



Celebration Foundation

POSITION: EXECUTIVE DIRECTOR

ORGANIZATION:

Celebration Foundation was established as a non-profit organization in March of 1996 as the charitable arm of the community. Its original goal was to promote a sense of community in the new development of Celebration.

Today, Celebration Foundation identifies needs in Celebration and Osceola County and acts to address them. The Foundation is a catalyst for incubating and developing new ideas that improve the quality of life for people throughout our surrounding community. We have originated, grown and manage initiatives in the areas of arts, culture and education.

The Foundation has established productive partnerships with local leadership, municipalities, non-profits and businesses to support and promote our strategic priorities.

MISSION

Building better community through the Arts, Culture and Education

VISION

To create a model of community through engagement, healthy living, and lifelong learning,

POSITION DESCRIPTION

The Executive Director reports to the President of the Board of Trustees and serves as the leader that has overall strategic and operational responsibility for Celebration Foundation. This person will supervise two full-time employees (one office administrator and one program manager) and four part-time employees with program-specific responsibilities. The successful candidate will have demonstrable success as a visionary thinker and operational leader.

Leadership and Management

- Ensure ongoing excellence with programming, communication, administration, publicity, and other areas of operations; recommend timelines and resources needed to achieve the strategic goals of the Foundation.
- Ensure compliance with requirements to maintain 501(c)(3) status.
- Maintain and support a strong Board of Trustees, serve as ex-officio of each committee, seek and build trustee support with the strategic direction of the Foundation.
- Ensure the financial health of the organization, maintaining a balance between operating, short and long term reserves.

- Actively engage and energize the Foundation volunteers, board members, committees and partnering organizations.
- Manage marketing - Refine and promote the Celebration Foundation brand, website and marketing materials, Foundation videos, and social media presence.
- Oversee management of Celebration Foundation programs and initiatives:
 - Concert Series
 - Thriving in Place
 - Celebration Lifelong
 - New Urbanism
 - WINGS – Women’s Initiative Nurturing Girls’ Strength
 - Learning without Hunger
 - Holiday Home Tour & Winter Wonderland
 - Annual Signature Event

Fundraising

- Create campaigns, initiatives and events to raise awareness, partnerships and income for Foundation
- Deepen and refine all aspects of networking and communication with the goal of creating a stronger brand identity for the Foundation.
- Develop external presence and relationships to garner new opportunities and sources for support of our strategic areas of focus: Arts, Culture and Education.
- Expand grant writing and revenue generating activities to support existing program operations and growth.
- Develop significant partnerships in Celebration and Osceola County.
- Grow the Foundation’s annual fundraising plan.

QUALIFICATIONS

- Bachelor’s Degree or higher
- 3+ years of senior leadership experience, with preference in a non-profit environment
- Proven coaching and relationship management experience
- Strong marketing, public relations and social media branding experience with an ability to engage a wide range of stakeholders
- Ability to envision future possibilities, think strategically, and inspire stakeholders to turn ambitious ideas into strategies and reality
- Action-oriented, entrepreneurial, adaptable and innovative
- Past success working with a Board of Trustees and the ability to cultivate existing board relationships
- Ability to work effectively with diverse groups of people
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills

Compensation commensurate with experience.

If interested, please forward cover letter and resume via e-mail only to Exec.Search@CelebrationFoundation.org

For more information on Celebration Foundation, visit www.CelebrationFoundation.org