



Executive Director Job Description

About the Mad Anthony's Foundation:

The Mad Anthony's Foundation, established in 1957, is a charitable organization comprising business leaders and professionals primarily from northeast Indiana. Our cornerstone events, the Mad Anthony's Annual Red Coat Gala and Pro-AM, serve as premier fundraising platforms. Through these events, we aim to raise funds that are subsequently granted to deserving not-for-profit applicants within our community each year.

Role Overview:

The Executive Director will spearhead the overall management and strategic direction of Mad Anthony's Foundation. Reporting directly to the Board of Directors, this leadership position entails guiding the foundation toward achieving our organizational mission and goals. As the primary ambassador, the Executive Director will represent and advocate for the foundation within the community and among stakeholders.

Key Responsibilities:

Event Leadership: Create plans and budgets for Mad Anthony's annual Pro-Am golf event and Red Coat Gala. In conjunction with board members and committees, execute the plan and ensure that there is great communication and participation in the events.

Program Development and Grantmaking: Oversee the foundation's grantmaking process, including identifying potential grantees, reviewing grant proposals, conducting due diligence, and making funding recommendations to the board. Work with grantees to monitor and evaluate the impact of funded programs and initiatives.

Board Relations: Work closely with the foundation's board of directors to provide regular updates on the foundation's activities, programs, and financial performance. Collaborate with the board to develop and implement board policies, procedures, and governance practices. Support the board in identifying and recruiting new members and engaging them in the foundation's activities.

Financial Management: Oversee the foundation's financial operations, including budgeting, financial reporting, and investment management. Ensure compliance with applicable laws, regulations, and accounting standards. Provide financial analysis and recommendations to the board to inform decision-making.

Relationship Management: Cultivate and maintain relationships with key stakeholders, including grantees, donors, community partners and other relevant organizations. Represent the foundation at external events, conferences, and meetings to promote the foundation's mission and values.

Communications and Public Relations: Develop and implement communications and public relations strategies to raise awareness of the foundation's mission, impact, and accomplishments. Oversee the



10214 Chestnut Plaza Dr #222
Fort Wayne, Indiana 46814
(260) 298-0190
madanthonys.org

development of marketing materials, website content, social media presence, and other communications initiatives.

Requirements**Required Skills and Experience:**

- Bachelor's degree in a relevant field (e.g., philanthropy, nonprofit management, business administration, public administration).
- Very detailed and organized.
- Great communication skills.
- Demonstrated excellence in writing, editing, and project management
- Excellent leadership, strategic thinking and strong problem-solving experience
- Demonstrated ability to collaborate on projects with a variety of teams
- Strong organizational skills
- A participatory management style that encourages collaboration, cooperation, and personal growth
- Familiarity with using project management systems with teams, funder databases, zoom, and Google Drive platforms
- Commitment to diversity & equity.

Preferred Experience (not required, but a real plus)

- TML Website management skills
- Prior experience with granting foundation, grant management experience, including familiarity with funder portals, grant cycles, and funder communications
- Fundraising experience.
- Knowledge of the Indiana Golf Association and Club Professionals
- Knowledge of relevant laws, regulations, and ethical standards related to private foundations.
- Strong understanding of the philanthropic landscape, including trends, challenges, and opportunities.

The Executive Director is a full-time position. This position is primarily remote, with the occasional, as-needed travel for team retreats, board meetings, and other events. This position utilizes frequent Zoom meetings and phone calls.

