

The Windham Foundation

Job Posting

Job Title: Executive Director
Reports To: Windham Foundation Board of Directors
E/NE Status: Exempt; Executive position
Prepared Date: 2/16/24

The Windham Foundation (WF) is among the top giving foundations in the State of Vermont. Its offices are in Grafton, Vermont. The mission of the Windham Foundation is to strive to enhance economic, cultural, and civic life in Vermont. As an operating foundation, it preserves and advances the positive qualities of Vermont communities and their natural resources through its rural enterprises, grants to nonprofit organizations with shared purposes, and conferences on issues that matter to Vermont. The Windham Foundation owns and operates The Grafton Inn, the Grafton Village Cheese Company (GVCC), and the Grafton Trails, an all-season outdoor recreation area. It conducts Grafton Conferences and makes grants totaling roughly \$300,000 a year throughout Vermont.

Position Summary

The WF invites applications for the position of Executive Director (ED) under a newly revised organizational model. The ED will execute the mission of WF by serving a vital coordinating role with the leaders of the other two business units, Grafton Inn and GVCC, who each separately report directly to the board of directors.

The WF seeks an experienced, inspirational, dynamic, and action-oriented individual to provide visionary leadership to the Foundation. Under a recent reorganization, the ED will not have any direct responsibility for the operation of the Grafton Inn or GVCC. However, the individual will need to be familiar with and coordinate efforts with those operations and leaders.

Candidates with a variety of backgrounds and experiences are encouraged to apply. The position reports to the Board of Directors of the Windham Foundation, which includes 11 people with extensive business and professional experience. The position is located in the beautiful New England small town of Grafton, Vermont.

Essential Position Functions

Administrative

- Oversee planning for quarterly meetings of the WF Board.
- Create necessary collaborative models with the heads of business units, particularly including financial collaboration.
- Supervise a small staff at the WF offices, including the Finance Director.

- Oversee certain shared services provided to the business units.
- In consultation with business unit leaders, create and implement an effective organizational culture.
- Support the work of the WF Board and work directly with its committees (e.g., Audit, Finance, Governance, Grants).

Financial

- Work closely with the Finance Director to oversee the following:
 - accounting procedures and interface with outside auditors;
 - endowment management and investment;
 - financial planning;
 - real estate holdings;
 - tax issues;
 - capital budgeting.

Programmatic

- Design, produce and publish Grafton Conferences.
- Administer the WF grant process.
- Review and help to implement the recently adopted strategic plan.
- Develop and execute a new fundraising program as envisioned in the strategic plan, including opportunities for WF to receive grants.
- Oversee the management of the Grafton Trails, an all-season outdoor recreation area.
- Oversee the maintenance and programming at Turner Hill Interpretive Center, a prominent stop on Vermont's African-American Heritage Trail.

Public relations

- Serve as principal spokesperson and representative of WF.
- Strengthen WF communications to internal and external audiences.
- Travel throughout the State to develop positive relationships and partnerships.
- Serve as principal interface between WF and the Grafton community.

Desired Qualifications

- Proven non-profit management experience demonstrating strong leadership aptitude.
- Experience in creating highly effective teams.
- Experience making timely, thoughtful, and data-driven decisions.
- Financial acumen and experience managing budgets.
- Warm, authentic, kind, and natural style of interacting with colleagues and stakeholders.
- Visionary leader who can provide forward-looking and innovative ideas.
- Strong communication skills.
- Capacity to be passionate about the WF mission.
- Familiarity with Vermont's people, culture, and places.