



Executive Director

Armstrong County Community Foundation

The Armstrong County Community Foundation (ACCF) is seeking a Full Time Executive Director to lead us in expanding our impact and fulfilling our mission.

About the Community Foundation

The ACCF is a public, non-profit corporation organized to attract and invest permanent endowment resources, with the purpose of enhancing the quality of life for the residents of our community, in accordance with the charitable intentions of its donors.

About the Position

The Executive Director is responsible for following the ACCF's mission, working with and under the direction of the Board of Directors. Responsibilities include but not limited to

- Development responsibilities such as identifying and cultivating relationships with prospective donors, coordinating and overseeing the annual campaign and creating educational materials about the Foundation's services and charitable giving opportunities
- Internal management including oversight of financial and administrative operations along with hiring and supervising staff
- Promotion and marketing to increase awareness of the ACCF's mission, services, and accomplishments
- Community leadership and development of partnerships in the community
- Involvement in all phases of the grantmaking process

Qualifications & Experience

Bachelor's degree

10+ years of progressive leadership experience in philanthropy, community development, nonprofit management, or a related field

Compensation & Benefits

Salary is commensurate with qualifications and experience.

Benefits package to include

- PTO
- Health insurance stipend
- Paid holidays
- Retirement plan contribution
- Flexible work hours
- Hybrid work arrangement available

Interested candidates may apply by sending their resume to hiring@servingtheheart.org.