



Mission Statement: The mission of Trinity Collaborative, Inc. is to raise and contribute funds for the Trinity River, surrounding parks and community programs. Trinity Collaborative serves its mission through the production of events that appeal to our diverse community. Each event captures a unique audience with the goal of connecting people to our parks, the river and each other. Beyond our mission, Trinity Collaborative strives to support and further the work of our community partners.

Trinity Collaborative, Producers of Mayfest Executive Director Position Description

Title:	Executive Director
Status:	Salaried
Reports To:	Board of Directors
Supervises:	3 staff – Associate Director, Operations Manager, and Program Manager
Committees:	Works with Board of Directors, Mayfest Central Committee, Advisory Committee
Other Relationships:	Founding Partners – City of Fort Worth, Junior League of Fort Worth, Tarrant Regional Water District, and Streams & Valleys

The Role: The Executive Director is an accomplished, strategic thinking fundraiser with proven project management experience, excellent in relationship building and staff management. The Executive Director leads and manages the overall operations and staff of Trinity Collaborative, the producer of Mayfest, in accordance with organizational bylaws and goals established by the Board of Directors.

Salary Range: \$75,000 - \$80,000

Primary Responsibilities:

- Professionally, authentically, and dynamically represents the organization both internally and publicly, while demonstrating the values of Trinity Collaborative.
- Responsible for fundraising for Trinity Collaborative to achieve both short and long-term objectives.
- Produces Mayfest.
- Oversee an annual budget of over \$1,000,000.
- Drives progress toward mission, vision, and core values by setting benchmarks and goals to support the strategic plan.
- Supports strategic pillars of partnership, education, community, and special events.
- Inspires a creative, collaborative, and safe culture for staff, Board Members, volunteers, and the Fort Worth community.

Fundraising:

- Secures new and existing funding sources and opportunities, while cultivating new relationships with prospective donors to extend and expand the organization's resources, donor pool and overall fundraising capacity.
- Develops, organizes, and executes approved fundraising efforts, including individual and corporate gifts, special events, major gifts, grant requests and/or other methods approved by the Board of Directors
- Oversee all annual campaigns.
- Ensures the continued quality and success of Mayfest and future events.
- Evaluates, establishes, and meets fundraising goals for operational needs.
- Cultivates, solicits, and stewards donor prospects as appropriate. Manages a personal portfolio of top prospects.
- Responsible for solicitation and stewardship of gifts and involves Board or additional staff as appropriate.
- Supervises the development and continued maintenance of Trinity Collaborative's donor base as an effective donor prospect cultivation and management tool.
- Assures maintenance and implementation of gift acceptance policies of Trinity Collaborative to include proper accounting of funds, acknowledgment, proper stewardship of gifts and donor recognition.

Staff Management:

- Recruits, hires, and retains qualified staff.
- Supervises, reviews, develops, coaches, mentors, and motivates staff.
- Drafts and implements performance standards, conducts regular one-on-one check-ins with staff and annual performance reviews
- Ensures implementation and compliance with policies and procedures of Trinity Collaborative.
- Oversees Human Resources responsibilities.

Board Relations:

- Helps to build a self-sustaining Board.
- Supports the recruitment, training, development, and administrative support for the Board of Directors, Executive Committee, and Standing Committees.
- Prepares budgets for approval, including those for funding or implementation of services and oversee compliance with annual budgets.

Finance:

- Develops budgets for submission to the Board, making certain the Board is regularly apprised of the organization's financial status through proper and timely financial reporting.
- Makes and executes decisions to operate within the approved budget and maintains a stable and strong financial position.
- Reviews and interprets financial statements for the benefit of staff and volunteers to ensure funding goals are met and expenses are managed accordingly.

Marketing / Communications:

- Clearly articulates the organization's mission, vision, programs and impact on the community and coach staff and Board Members to do the same.
- Assists in development and implementation of brand messaging and promotional activities.
- Ensures professional and impactful communications and relationships with sponsors, founding partners, Fort Worth community, and volunteers.

- Builds relationships and partnerships through collaboration and teamwork within Trinity Collaborative's constituency.
- Ensures that programs are consistently presented in a strong, compelling light.
- Engages with Fort Worth community, donors, sponsors, and volunteers in professional and social settings.

Qualifications:

- Experience must be specific or relevant to each of these responsibilities with a minimum of five years related work and leadership experience.
- Five to ten years fundraising experience.
- Bachelor's degree in Business, Communications, Public Relations, related field, or equivalent experience is required.
- Staff management/supervisory experience.
- Proven event production and management experience.
- Possesses strong communication and problem-solving skills.
- Articulate ambassador and spokesperson.
- Volunteer management and engagement experience.
- Possesses a history of personal & professional fiscal responsibility.
- Innate ability to quickly win the confidence of others, with good judgment and effective communication skills (oral and written).
- Skillful team leader, deadline driven, self-motivated, and able to function effectively with a minimum of supervision.
- Respectful communicator and engaged listener.
- Maintains professional affiliations and enhances personal growth and development to keep abreast of trends and activities in the nonprofit industry.
- Experience with donor databases.

Perform other duties as necessary and assigned by Board of Directors.

Ability to lift and move items of over 25 pounds.

Qualified candidates should send their resume and letter of introduction to:

ProfessionalTalent@mgaleassociates.com and write Trinity Collaborative, Inc. Executive Director Role in the subject line.