



Executive Director Job Posting

12-4-2018

Position

Executive Director of the MidwayUSA Foundation, a national 501(c)(3) public charity, located in Columbia, Missouri. This is an ideal opportunity for an experienced and entrepreneurial leader to play a critical role in the continued growth and development of a dynamic organization striving to provide sustainable funding for youth shooting sports teams and organizations nationwide.

MidwayUSA Foundation

Founded in December 2007 by Larry and Brenda Potterfield, owners and founders of MidwayUSA, the MidwayUSA Foundation holds endowment accounts for 3,200 youth shooting sports teams and 47 related organizations totaling over \$140 million. Since inception, the MidwayUSA Foundation has provided \$16 million in cash grants and \$5.7 million in non-cash grants (free fundraising products) to its constituent youth shooting sports teams and organizations. MidwayUSA Foundation operations are fully funded annually by the Potterfield Family, so 100% of every dollar donated goes to the team or organizational endowment account selected by the donor. MidwayUSA Foundation is the only organization providing sustainable, endowment-based funding for youth shooting sports, reaching over 100,000 high school and college age athletes engaged in all shooting disciplines.

Mission

We help communities and organizations raise funds to support their high school, college, and other youth shooting teams and activities. We also manage donor advised endowed funds for these communities and organizations.

Responsibilities

The Executive Director reports to the President of an eleven member Board of Directors and shall (a) have authority, as detailed in the Organizational Governance, (b) have full management oversight of the Foundation, (c) attends all board meetings and represents Foundation management and staff, (d) implements BOD policies and directives applicable to Foundation management and operations, (e) responsible for fundraising , (f) achieve Foundation goals, (g) responsible for the Foundation's culture, (h) responsible for compliance with all applicable laws and regulations, (i) represent the Foundation, when attending meetings and events, (j) develop and execute the Strategic Plan as approved by the Board of Directors.



Expectations

- Growth of the Foundation and its impact on youth shooting sports through successful execution of the mission
- Lead a mission-driven operation with high expectations and determination.
- Manage and motivate a highly qualified and energetic staff
- Model the organization's Values
- Raise money from donors to support the overall mission of the Foundation
- Demonstrate quality of analysis and judgment in program planning and execution
- Work effectively with the Board of Directors
- Provide high-level financial oversight and cash flow management of operational and invested funds. Ensure operational spending is within approved budget and spending guidelines
- Maintain maximum transparency for the benefit of all stakeholders

Qualifications

- Bachelor's degree required, Master's degree is a plus, with at least 10 years of senior level leadership experience
- Hands on and management level fundraising knowledge/experience
- Deep commitment to the Values of the Foundation
- Knowledge and interest in the shooting sports
- Experience leading an organizational planning cycle, both strategic and tactical
- Experience working in an organization that supports a volunteer constituent base
- Experience in preparing and delivering public presentations, and superb interpersonal skills
- Broad marketing and public relations experience
- Willingness to travel

How to Apply

Mail or email your cover letter, resume, and concise answers to the questions listed below to:

Mail: **MidwayUSA Foundation, Attn: Search Committee**

6001 W Van Horn Tavern Rd, Suite C

Columbia, MO 65203

Email: Careers@midwayusafoundation.org

We will accept applications until the position is filled. For additional information you can visit our website at <https://www.midwayusafoundation.org/careers/>, send an email to careers@midwayusafoundation.org, or call Jay McClatchey, Chief Operating Officer, at 573-447-5992. Inquiries are welcome.



Questions for Executive Director Candidates

1. Why do you want this job and why do you believe you will be a good fit for this position and organization?
2. Describe a situation in which you felt you were an especially effective leader.
3. Provide an example(s) of how your personal values align with Foundation values?
4. What's more important accomplishing the mission or living by your values?
5. How would you lead this organization to accomplish its Mission?
6. What fundraising experience do you have? How have you been successful in asking for money (including major donors)?
7. What management experience do you have?
8. What experience do you have in Strategic Planning?
9. What is your experience in public charity organizations?
10. Describe your experience managing a volunteer group(s)?
11. What is your background/participation in the shooting sports?
12. What is your background in the shooting sports industry?
13. What experience do you have in managing financial assets?
14. What is your background in budget development and execution?
15. Are you good at finding solutions?
16. Give some examples of your creative management skills.
17. Can you multitask? Provide an example.