

## JOB DESCRIPTION



### Executive Director

Santa Rosa, CA  
2 Month probationary period  
18-20 hours per week  
Monthly Salary

King Ridge Foundation is a California 501(c)3 non-profit whose mission is to raise money and awareness for at-risk youth organizations. We want to give at-risk youth a chance. We recognize that much of the most impactful work serving this community is often led by smaller, niche organizations that can hyper-focus on the specific needs of the youth they serve. This kind of dedication is a result of the necessary attention and care this demographic deserves. It is often fueled by a strong ethos of altruism. This can often be unsustainable without adequate funding to support the efforts of passionate individuals. That's where King Ridge Foundation comes in--we stand to recognize and serve the efforts of those doing the most important work with today's at-risk youth.

We are seeking a talented, and driven individual to join our team in the role of Executive Director. You will be responsible for driving our efforts forward in order to maximize our financial reach with the organizations we serve.

#### Essential Roles:

- **EXECUTIVE DIRECTOR: You are our captain.**  
Help us take our vision of giving at-risk youth a chance by coordinating and project managing our meetings, conducting connective work between them each month and making sure that we are directed in our efforts to grow as an organization. Regular tasks will include coordinating our meetings, taking notes, conducting efforts on the board's behalf, conducting research and reporting on an as-needed basis. Your role will also require that you conduct research and apply for grant opportunities that might exist to further our mission.
- **FUNDRAISING LIAISON: Provide necessary support to cause peer-to-peer fundraising by the participants of Levi's GranFondo.**  
Participants of Levi's GranFondo, and sometimes other events, raise money for King Ridge Foundation by appealing to their networks. This activity is enhanced through regular communication, encouragement and support by the *fundraising liaison*. You will develop incentives, communicate with fundraisers and make sure they feel appreciated and supported for their efforts to raise money for our organization.
- **GALA COORDINATION: Lead the coordination and execution of three major fundraising dinners.**  
You will conduct venue research, site visits and scope planning and execution in order to produce three fundraising dinners throughout the year.