

Innsbrook Foundation  
Job Posting

Job Title: Executive Director  
Non-Profit Virginia Non Stock Corporation  
Reports to Foundation Board of Directors

Job Summary: Innsbrook is seeking a detail-oriented person that can multi-task and build a team to continue developing and fostering relationships with local businesses to support the community programs and events of Innsbrook through financial sponsorship, volunteer service, and charitable endeavors to enhance the overall community and the Innsbrook Brand.

Responsibilities:

- Manage the organization by working with staff, volunteers, and the community
- Grow the organization by planning and organizing programs that are diverse, quality oriented, and scheduled throughout the year
- Develop financial models that will support the programs and events of Innsbrook
- Promote Innsbrook through a comprehensive marketing program
- Represent Innsbrook within the Greater Richmond Community and Central Virginia

Requirements:

- Demonstrated experience with establishing business strategies, marketing tools and communications
- Customer service skills that highlight communications, team building, and development of long-term commitments
- Communication skills, both oral and written, that can be applied across all levels of the community
- Proven track record of success leading a team environment and facilitating effective communications across a broad base of participants
- Ability to multi-task, manage time and accommodate the diverse needs of the Innsbrook Foundation and community
- Strong computer literacy and skills to enhance communications and productivity and stability of office staff

Education/Experience: Bachelor's degree, preferably in Business, Marketing or Communications  
5- 10 years of experience in non-profit management preferred

Qualified applicants should submit their resume, three references with contact information and salary requirements by October 31, 2012.

By mail, to:

Carter Marchant, President  
c/o Marriott Richmond West  
4240 Dominion Blvd.  
Glen Allen, VA 23060

Or by e-mail to:

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