

CHARLOTTE COMMUNITY FOUNDATION

JOB DESCRIPTION: Executive Director/CEO

POSITION TITLE: Executive Director/Chief Executive Officer (CEO)

REPORTS TO: Board of Directors through the Chairman of the Board

POSITION: Under the direction of the Board of Directors, the Executive Director/CEO leads and manages all aspects of the daily operation of the Charlotte Community Foundation towards accomplishing its mission of “connecting people who care with causes that matter.” A key responsibility is nurturing the Foundation’s on-going relationships with both donors and the community.

JOB RESPONSIBILITIES:

1) Strategic Planning and Execution of Strategic Plan

- i) Recommends sound and realistic plans which will enable the Board of Directors to appraise and respond to both the current and future needs of the community.
- ii) Guides the Foundation to effectively achieve the long and short-term goals and objectives required to fulfill the organization's mission, consistent with donors’ expressed wishes, our community’s needs, and legal requirements.
- iii) Partners with the Board, staff, and community leaders, to develop action plans and timelines necessary to execute strategies as adopted.
- iv) Develops metrics for growth and evaluates progress against strategic initiatives including, but not limited to, surveying satisfaction of donors, nonprofits, advisors and other key constituencies, increasing the number of donors and the size of the Foundation’s assets.
- v) Primarily responsible for implementing policies of the Board.
- vi) Has authority over management and direction of the day-to-day business and operation of the Foundation.
- vii) Shall perform all duties as from time to time may be assigned by the Board of Directors.”
- viii) Is subject to the ultimate authority of the Board.

2) Governance

- i) Serves as an ex-officio member of the Board of Directors and acts as the principal advisor to the Board of Directors on asset development, funds management, and donor relations.
- ii) Ensures appropriate orientation and training of Board members.
- iii) Assists the Chair of the Board of Directors, chairs of Board committees and task forces in planning meetings, preparing agendas and background information and assuring that minutes are prepared and distributed.

3) Asset Development and Donor Cultivation

- i) Assumes a leadership role in working with members of the Board of Directors and other volunteers in order to raise substantial funds from individuals, business organizations, private foundations and other potential contributors.
- ii) Builds donor base through personal outreach, oversight of marketing and educational programs, and collaboration with organizations that have key relationships with major donors.
- iii) Encourages multi-generational philanthropy through efforts with existing donors and their families.
- iv) Cultivates relationships and connects with the business, agricultural, cultural and social communities..

4) Financial Oversight

- i) Oversees the annual budgeting process and, after approval by the Board of Directors, administers operating, grant funds and investments in accordance with the budget or as otherwise directed by the Board of Directors.
- ii) Ensures clarity regarding the guidelines for grants and ensures that funds are distributed in accordance with donors' wishes as outlined by policies and procedures adopted by the Board of Directors.
- iii) Works with the Finance and Audit Committee of the Board of Directors to assure the proper management and prudent investment of Foundation funds.
- iv) Provides for regular reporting on investment performance to the Board of Directors or its appointees.
- v) Provides responsible and regular financial reporting to the Board.
- vi) Responsible for ensuring organizational financial policies and procedures are followed along with internal controls of receipts and expenditures.

5) Community Outreach, Education, Marketing and Philanthropy

- i) Serves as the highly visible and public face of the CCF.
- ii) Promotes the further development of effective private philanthropy through the following activities:
 - a. Broadens community interest in philanthropy with present and potential donors, bank trust officers, attorneys and others.
 - b. Creates forums for learning (events, seminars, workshops, webinars, podcasts , etc.) to foster public awareness, understanding, and interest in philanthropy.
 - c. Creates and distributes high impact educational/informational materials to nonprofits, advisors and donors that increase the number of funds managed and reinforces decisions to invest through the Community Foundation.
- iii) Cultivates relationships and systematically showcases the Foundation's purpose, strategies, projects, people, and accomplishments at conferences, events and with the media.

6) Staff Management / Operations

- i) Creates a culture of excellence, learning, development, and teamwork where staff are encouraged to learn, grow and perform at their very best individually, and within cross-functional teams.
- ii) Ensures that the Foundation has the organizational capacity to achieve the objectives established. This includes ensuring the resources (people, funding, processes, and technology), necessary to successfully execute the articulated strategy, are properly allocated.
- iii) Develops objectives and measures for performance and ensures that these are clearly articulated and reflected in aligned goals for staff and all are evaluated on their achievements.

7) Forges Linkages with Other Fund Raising and Philanthropic Groups, as appropriate

- i) Provides leadership and support in fostering cooperative philanthropy, both locally and nationally, by such measures as:
 - (a) Promoting the use of common resources for fund-raising information and information exchange;

(b) Acting as a catalyst for collaboration with local nonprofit thought leaders; and

(c) Cultivating an open and mutually beneficial relationship with other regional, state, and national foundations with shared interests.

Job Requirements:

1. Experience in managing and developing a staff.
2. Experience in working with volunteers.
3. Exceptional written and verbal communication skills.
4. Ability to work under and adapt quickly to unforeseen situations and events.
5. Excellent planning and organizational skills.
6. Ability to lead and motivate employees at every level.
7. Familiarity with social media, industry publications, and common vendors and subcontractors.
8. Ability to make and follow a budget.
9. Ability to analyze and interpret key process indicator statistics.
10. 5+ years of general management experience, including profit and loss responsibility.
11. Experience working with Boards is essential; experience with nonprofit Boards is preferred.
12. Knowledge of grant making, asset development, fund management, estate planning, and charitable organization management highly desirable.
13. Foundation management experience preferred, but not necessary. Executives from for-profit organizations that have a proven track record of excellence will be considered.
14. College degree required; MBA, MS or MA, with emphasis in business or organizational management desirable.
15. Strong commitment to the community and county at large.