



President & CEO

SUMMARY

The President & CEO, a full-time regular exempt employee, provides professional leadership in partnership with the Board of Directors to accomplish the Community Foundation of Boone County (CFBC) mission and vision. The President & CEO oversees day-to-day operations and development of the CFBC, administers board policies, and employs sound business practices. The President & CEO is accountable to the Board of Directors.

QUALIFICATIONS

- Bachelor's degree required
- Previous management experience required
- 3-5 years of substantial experience in non-profit sector preferred
- Certified Fund Raising Executive (CFRE) and/or Certificate in Fundraising Management (CFRM) preferred
- Must be familiar with Boone County
- Boone County resident preferred but not required

COMPETENCIES

- Demonstrates professionalism and integrity, a steward of the CFBC brand.
- Is a vision- and results-driven leader
- Strong, effective communicator
- Relationship-oriented
- A team builder
- A fundraiser

DUTIES & RESPONSIBILITIES

- Program Administration
 - Provides oversight for donor development, pooled investments, and grant-making programs
 - Maintains expertise in estate planning, planned giving, fundraising, and non-profit management
 - Seeks ways for the CFBC to proactively respond to community needs, and makes recommendations to the board regarding leadership opportunities for the CFBC

- Ensures all programs are operated efficiently and effectively, and that the board has appropriate governing policies in place for staff members to successfully execute programs
- Community & Donor Relations & Communications
 - Cultivates positive relationships with potential and existing donors and stakeholders
 - Ensures CFBC executes annual communications plan
 - Markets CFBC to broad and diverse populations
- Strategy, Public Policy, & Community Leadership
 - Serves as a proactive and knowledgeable resource and stakeholder convener
 - Collaborates with other organizations on matters of importance to the CFBC's mission and vision
 - Participates in development, implementation, supervision, and evaluation of CFBC plans
- Board Relations
 - Consults on all board committees
 - Ensures board decisions are implemented according to appropriate timelines and ensures a comprehensive flow of information among board, committees, and staff
 - Apprises the board of local, state, and national issues that may impact the CFBC
 - Facilitates board and volunteer recruitment, training, and stewardship
 - Assists the board in the development of organizational vision, goals, and long-range planning
- Staff Relations
 - Develops a staffing model, including growth and succession plans, to ensure quality donor, program, and administrative services
 - Hires, supervises, encourages, and evaluates staff performance
 - Ensures that staff receive appropriate professional development training to flourish
 - Provides clear direction and oversees staff work plans and objectives
 - Listens, guides, and empowers staff
 - Maintains appropriate personnel records
- Fiscal Management
 - Administers fiscal policies and procedures as approved by the board
 - Prepares annual operating budget and supervises operations of accounting, investment reporting, annual audit, and fiscal record keeping and compliance
 - Serves as a liaison to financial advisors
 - Oversees fundraising events, personal solicitation, and grant writing
- Facilities Management & Other Duties
 - Strategic oversight of the daily operation and maintenance of office
 - Performs other duties as assigned by the board chairman or board of directors