Job Title: Executive Director of CEONet
Date: December 2021
Exempt Status: Part-Time Exempt

Job Specifications

Education: 4-year college degree preferred
Related Experience: 5 plus years’ experience in nonprofit leadership, fundraising, charitable activities, community involvement, and/or other public relations activities
Supervision Given: None at present
Supervision Received: CEONet Board of Directors and President & CEO of CommunityGiving

Job Summary: The Executive Director serves as the key leader responsible for the growth and development of the CEONet, a national network of community foundation CEO’s and an operating division of CommunityGiving. The Executive Director represents CEONet on behalf of the CEONet board, building relationships with many and varied organizations throughout the community foundation field. The Executive Director creates a positive and rewarding experience for members of CEONet.

Job Duties
The Executive Director of CEONet responsibilities include, but are not limited to, the following:

1. Visioning/Strategic Planning:
   o In conjunction with CEONet Board of Directors, develop, lead and implement long-term goals and short-term strategies to increase and strengthen CEONet’s overall national impact
   o In conjunction with CEONet Board of Directors, develop, lead and implement long-term goals and short-term strategies to grow membership.
   o In conjunction with CEONet Board, lead in creating, building and maintaining mutually beneficial collaborative efforts to advance the work of supporting Community Foundation CEOs.
2. Member Relations and Events:
   o Serves as the visible voice and primary representative of CEONet
   o Knowledgeable and involved in the national philanthropic and nonprofit community
   o Provides primary oversight for all CEONet events, meetings and convening
   o Determines the CEONet event and convening goals and provides guidance to staff and consultants in ensuring the success of events

3. Marketing:
   o In partnership with the CommunityGiving marketing team, develop and implement Marketing Plan for CEONet to include timely and compelling communication with current and prospective members
   o Leads the development and execution of all public relations activities for CEONet
   o Leads and supports implementation of CEONet brand standards

4. Asset Growth:
   o Develops and implements strategies and tactics to meet development goals with focus on methods to support organizational sustainability and growth
   o Cultivates and builds relationships with philanthropic partners

5. Board:
   o Keeps the CEONet Board Chair, the CEONet Board of Directors and the President & CEO of CommunityGiving informed of all matters affecting performance of the CEONet
   o Ensures all CEONet Board of Director seats are filled with diverse, fully committed and engaged members of the community
   o Encourages Board Members to be active participants in the success of CEONet
   o Attends all CEONet Board and committee meetings

6. Financial Management and Budgeting:
   o Working with the CommunityGiving finance team, prepares, implements and oversees an annual CEONet budget
   o Working with the CommunityGiving finance team, provides responsible reporting of financial activities and investment performance to the Board and other pertinent stakeholders

7. Personnel Management:
   o Working with CommunityGiving Human Resource services, hires, reviews and provides direction to the CEONet staff with the goal of maintaining a cooperative and professional working environment
   o Provides educational and advancement opportunities for staff
8. CommunityGiving and Community Foundation Field:
   o Serves as part of the overall CommunityGiving leadership team
   o Leads, supports and encourages building of collaborative and efficient systems to support all partner members and foundations including education opportunities and other services for ALL CEONet members and foundations.
   o Knowledgeable and involved in national philanthropic and community foundation field
   o Represents CEONet in providing peer and technical assistance, within advisory and affinity groups and as part of specialized sector efforts

9. Other Duties
   Performs other duties as required through the policies and procedures of CEONet and CommunityGiving.

Knowledge, Skills and Abilities Desired
1. Familiarity and understanding of the National Standards for Community Foundations.
2. Understanding of chief executive roles within community foundations.
3. Broad knowledge of community foundation functions: development, programs, grants, marketing and administration.
4. Unwavering commitment and dedication to concierge level customer service.
5. Excellent facilitation skills for small and large groups.
6. Excellent interpersonal and communication skills, both oral and written.
7. Excellent analytical, organizational and creative problem-solving skills.
8. Accuracy and attention to detail.
9. Ability to lead and manage volunteers and staff and function in a team relationship.
10. Demonstrated ability and flexibility to work in a fast-paced environment.

Interpersonal Skills/Values
   Every staff member employed by CommunityGiving is expected to possess and embrace the values as adopted by the Board of Directors.

We believe in...
   • Capturing and preserving the legacy of our donors ... Forever
   • Our duty to provide unparalleled, personalized service to our donors
   • Inspiring philanthropy across generations
   • Utilizing financial resources as a tool to bring about lasting, positive change
   • Our responsibility to serve as a trusted local leader and community catalyst, building connections between people who share a common geography

We value...
   • Community
      We bring people together to leave our world better than we found it. Everyone is welcome at the Community Foundation table.
• Integrity
  *We recognize that our assets are our people, capital and reputation. If any of these is ever diminished, the last is the most difficult to restore.*

• Commitment
  *We possess an authentic and genuine dedication to the communities and people we serve.*

• Innovation
  *We are committed to being flexible and improving what we do and how we do it, each and every day.*

• Optimism
  *We have a “can-do” attitude that inspires creative solutions.*