



COMMUNITY GIVING

Job Title: Executive Director of the Community Foundation for Carver County
Date: June 2021
Exempt Status: Part-Time Exempt

Job Specifications

Education: 4 year college degree preferred
Related Experience: 5 plus years' experience in nonprofit management, fundraising, charitable activities, community involvement, and/or other public relations activities
Supervision Given: None at present
Supervision Received: President & CEO of CommunityGiving and the Board of the Community Foundation for Carver County

Job Summary: The Executive Director serves as the key leader responsible for local community impact and asset growth/development of the Community Foundation for Carver County (CFCC), an operating division of CommunityGiving. The Executive Director represents the Foundation on behalf of the CFCC Board and CommunityGiving, building relationships with many and varied organizations, as well as donors, grant seekers and the nonprofit sector. The Executive Director creates a positive and rewarding experience for donors and prospective donors, ensuring the Foundation will be sustainable and successful in its mission of engaging people, connecting resources and building community.

Job Duties

The Executive Director of the Community Foundation for Carver County responsibilities include, but are not limited to, the following:

1. Visioning/Strategic Planning:
 - o In conjunction with CFCC Board of Directors and staff, develop, lead and implement long-term goals and short-term strategies to increase and strengthen the Foundation's overall impact within the community
 - o In conjunction with CFCC Board of Directors and staff, develop, lead and implement long-term goals and short-term strategies to grow the Foundation's assets
 - o In conjunction with CommunityGiving and other partner foundations, lead in creating, building and maintaining mutually beneficial collaborative efforts to advance the work of building better communities for all.

2. Grantmaking & Community Impact:

- Oversees CFCC's and associate foundations connected to CFCC in their grantmaking and community programs initiatives including special projects and collaborative efforts with other foundations and corporations
- Oversees CFCC's signature community initiatives
- Serves as the lead representative for CFCC on important community collaboratives
- Leads on the promotion and support of Diversity, Equity and Inclusion in the community

3. Asset Growth & Fund Development:

- Oversees CFCC's and associate foundations connected to CFCC in their Asset Growth and Fund Development activities
- Develops and implements strategies and tactics to meet development goals, with focus on methods to increase unrestricted funds and major and planned gift acquisition
- Provides oversight to established fund raising campaigns
- Identifies, cultivates, solicits, and stewards major donors/funds and individual prospects
- Cultivates and builds relationships with professional advisors

4. Board:

- Keeps the CFCC Board of Directors and the President & CEO of CommunityGiving informed of all matters affecting performance of the CFCC respective associate foundations and community funds
- Ensures all CFCC Board of Director and associate foundation seats are filled with diverse, fully committed and engaged members of the community
- Encourages and educates CFCC and associate foundation Board Members to be active participants in the success of the Foundation
- Attends all CFCC Board and committee meetings
- Attends all CommunityGiving Board meetings

5. Financial Management and Budgeting:

- Working with the CommunityGiving finance team, prepares, implements and oversees an annual CFCC budget
- Working with the CommunityGiving finance team, provide responsible reporting of financial activities and investment performance to the Board and other pertinent stakeholders

6. Personnel Management:

- Working with CommunityGiving Human Resource services, hires, reviews and provides direction to the CFCC staff with the goal of maintaining a cooperative and professional working environment
- Provides educational and advancement opportunities for staff

7. Marketing:

- In partnership with the CommunityGiving marketing team, develop and implement Marketing Plan for CFCC to include timely and compelling communication with donors, prospective donors and professional advisors
- Leads the development and execution of all public relations activities for CFCC
- Leads and supports implementation of CommunityGiving brand standards

8. Community Relations and Events:

- Serves as the visible voice and primary community representative of CFCC
- Knowledgeable and involved in the local philanthropic and nonprofit community
- Provides primary oversight for all CFCC and associate foundation events, meetings and convening
- Determines the CFCC annual event and convening goals and provides guidance to staff and consultants in ensuring the success of events

9. CommunityGiving and Community Foundation Field:

- Serves as part of the overall CommunityGiving leadership team
- Leads, supports and encourages building of collaborative and efficient systems to support all partner and associate foundations including education opportunities and other services for ALL CommunityGiving partner and associate foundations.
- Knowledgeable and involved in regional, state and national philanthropic and community foundation field as requested including the Council on Foundations, Minnesota Council on Foundations and others
- Represents CommunityGiving and CFCC in providing peer and technical assistance, within advisory and affinity groups and as part of specialized sector efforts

10. Other Duties

Performs other duties as required through the policies and procedures of CFCC and CommunityGiving.

Knowledge, Skills and Abilities Desired

1. Familiarity with the greater Carver County area as well as the community leaders, key donors, and important community issues.
2. Familiarity and understanding of the National Standards for Community Foundations.
3. Understanding of community issues and how community foundations can play a role in addressing and impacting local communities.
4. Understanding of the development process within a community foundation setting including fund types, prospect identification, cultivation of donors and planned/deferred giving.
5. Unwavering commitment and dedication to concierge level customer service.
6. Understanding of grantmaking and the grantmaking process.
7. Excellent facilitation skills for small and large groups.
8. Excellent interpersonal and communication skills, both oral and written.
9. Excellent analytical, organizational and creative problem solving skills.
10. Accuracy and attention to detail.

11. Ability to lead and manage volunteers and staff and function in a team relationship.
12. 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.