



# Executive Director

Since 2001, The Community Foundation of the Northern Shenandoah Valley (CFNSV) has connected the generosity of donors with community needs by making grants to organizations working to create a better quality of life throughout the city of Winchester, and the counties of Clarke, Frederick and Warren. Working together, the Foundation, its donors and its community partners leverage collective knowledge, creativity and resources for a greater impact than any of us can make alone.

## **Job Description:**

The Executive Director is responsible for advancing CFNSV's mission and vision. The Executive Director provides professional leadership and oversight for daily operations of CFNSV, including strategic direction and carrying out the strategic plan, financial growth and stewardship, donor and community relations, operations, financial management, personnel management and marketing and communications.

The Executive Director plans, coordinates and assures the implementation of strategies to develop donors and contributions to support CFNSV. The Executive Director maintains transparent accountability and compliance standards for donors and funding sources. The position assures appropriate systems to support fund development including but not limited to donor management, research and cultivation, and gift processing and recognition.

In addition, the Executive Director is responsible for positioning CFNSV as a leader throughout the Northern Shenandoah Valley in the following areas:

- Providing leadership: We bring people together to determine community needs, facilitate collaborative solutions, and act as a catalyst for positive change.
- Granting resources: We distribute grants that meet donor's charitable interests and address the community's changing needs.
- Stewarding assets: We provide prudent oversight and management of charitable assets as we grow a community pool of funds.
- Fostering Awareness: We offer guidance, advice, and opportunities to broaden philanthropic giving and the impact it makes in our community.

The Executive Director reports to the CFNSV Board of Directors.

## **Essential Responsibilities:**

### **Provide Strategic Leadership and Nonprofit Management**

#### **I. Run a Financially-Sound Organization**

- In partnership with the Board President and Executive Committee, build and manage the organization to attain financial sustainability and oversee the day-to-day operations, finances and investments.
- Modify the existing organizational structure as necessary to attain the most operationally efficient and cost-effective structure, roles and functions and manage staff and volunteers.
- Possess a working knowledge of the laws and regulations associated with charitable giving to community foundations. Work with legal counsel, accountants, auditors and investment managers

and/or service providers to enhance the operations as well as protect CFNSV from adverse action.

- Ensure policies and procedures are in place to allow CFNSV to function in an ethical, legal, cost-effective and efficient manner. Ensure CFNSV follows Board-adopted Bylaws, Articles of Incorporation, Resolutions, Fund Agreements, National Standards for Community Foundations as identified by the Council of Foundations and any other contracts or agreements.
- In conjunction with the CFNSV Treasurer, provide oversight for proper administration of the fiscal policies and procedures as developed by the Executive or Finance and Investment Committees.

## **II. Build and Leverage the Board: Board Relations and Organizational Planning**

With the Executive or Governance Committees, build and develop the Board of Directors to reflect the vitality and philanthropic heart of the community it serves, and leverage the Board's strengths to further the mission and actively engage the Directors in its work.

- Be an effective partner with the Board in providing vision, strategy and leadership.
- Establish a learning environment for the Board and staff, which includes coaching, professional development and a robust evaluation strategy that utilizes data to understand impact and make informed decisions.
- Confer regularly with the Executive Committee of the Board of Directors. Work as a team with the Board President, officers and committee chairs, and assist with the development of goals and long-range planning and progress reports.
- Assist the Board President in the planning and preparation of Board and Executive Committee agendas, supply supporting information on relevant issues, and develop strategies for implementing Board decisions.

## **Inspire Philanthropy – Grow Visibility and Assets**

### **I. Branding, Marketing Communications and Community Relations**

- Actively shape and communicate CFNSV's mission, vision and position, and steward the community's philanthropic dollars.
- Drive visibility and awareness of all aspects of CFNSV's work in the local market and position CFNSV as a valuable and relevant community asset, neutral convener and proactive collaborator.
- Pursue opportunities to speak about CFNSV before civic groups, organizations and individuals on occasions that further CFNSV's goals.
- Lead the development of a comprehensive marketing plan to reach key audiences including donors, prospects, professional advisors in the estate planning field, governmental leaders, media and others. This includes development of a variety of materials and content for an ongoing multi-channel presence.
- Oversee all communication activities – both internal and external, including the selection and management of agency partners for public relations, event management and production and any communication needs.
- Participate in, attend and represent CFNSV at community events of all types, sometimes requiring evening and weekend work.

### **II. Fundraising, Advancement and Donor Relations**

- In close collaboration with the Board, develop annual advancement goals and strategies to grow and diversify revenue streams.
- Lead the development and implementation of plans to deepen support from current and new donors to maximize restricted, unrestricted and operational funds.
- Represent CFNSV with major donors, prospective donors, agencies, communities and corporations to cultivate relationships and foster giving to and through CFNSV.

- Ensure responsive relationships with donors aimed at meeting donor needs and expectations and strengthening donor relationships.
- Oversee efforts to refine and implement a fund development program that meets established goals and best reflects the philanthropic opportunities and interests of the local market.

### **Grow Impact through Community Investment and Leadership**

- In partnership with staff and the Community Investment Committee, lead CFNSV in creating and implementing a plan to assess community needs and opportunities, determine CFNSV's highest value relative to those needs and opportunities, and structure and implement a course of action to achieve measurable impact.
- Regularly convene community partners including Board members, community leaders and issue stakeholder groups in planning processes that result in grantmaking and program priorities, special initiatives and projects that are responsive to community needs and priorities.
- Lead efforts to create and implement an annual evaluation plan to understand and report the impact of the grantmaking program, initiatives and projects and utilize data to make informed decisions related to program priorities and process improvement.
- Represent CFNSV on priority local and regional committees to advance its mission.

### **Requirements:**

The successful Executive Director candidate will have high energy, strong relationship-building, interpersonal and change management skills, as well as extensive professional experience that engenders the confidence of the Board of Directors, staff, donors, partners and community members. This individual will possess a deep commitment to improving the lives of residents of our community and enthusiasm for leading CFNSV into the next decade and beyond. The Executive Director will have the character and confidence to work well independently and communicate readily and comfortably in this highly visible role.

The Executive Director will have:

- Strategic leadership and vision both internal and external to CFNSV
- Passion for the mission of CFNSV
- Demonstrated fundraising, communication and stewardship proficiency
- Bachelor's degree (preferred)
- Prior non-profit experience
- Exceptional organizational and resource management skills
- Excellent written and oral communication skills
- Strong computer and financial background desired

Please forward your resume with salary requirements and cover letter to [director@cfnsv.org](mailto:director@cfnsv.org). Deadline for submittal is May 17, 2019.