

## **CARBON COUNTY COMMUNITY FOUNDATION EXECUTIVE DIRECTOR**

Carbon County Community Foundation (CCCF) is a nonprofit organization whose mission is to improve the quality of life for all Carbon County residents, now and forever. CCCF is a growing nonprofit that inspires individuals to respond to community needs through charitable giving. Our donors create funds to support the many facets of society that make a community worth living in including arts and culture, community and economic development, education and scholarships, social services and youth issues, health and wellness, and environmental and historic preservation.

CCCF is currently looking for a trusted leader with relationship building experience to cultivate philanthropic giving for the benefit of the residents of Carbon County. The ideal candidate will possess charismatic public speaking and presentation skills to recruit donors who are inspired to create a new fund or donate to an existing fund at the foundation. The ideal ED will build trust in the Carbon County Community Foundation to always honor donor intentions and be good stewards of the assets entrusted to our care. This detail-oriented and highly organized individual must be self-driven and able to work independently to execute the board vision.

**Supervision:** The Luzerne Foundation, an established foundation in the region, provides both administrative support and professional guidance. The ED reports directly to the CCCF Board of Directors but becomes an employee of the Luzerne Foundation.

**Direct Reports:** There are currently no other employees of CCCF, however, ED will supervise volunteers and interns periodically.

**Working Hours:** This is a salaried, exempt position. Typical workweek is approximately 40+ hours. Community presentations and visibility require occasional evening (and rare weekend) availability. Reliable transportation is required for frequent travel throughout the county for in person meetings with donors and community events.

**Salary:** \$40,000-\$60,000, plus benefits

### **Minimum Qualifications**

- Bachelor's Degree in management, social work, nonprofit management, business, or public administration or related field- preferred or 3+ years of experience working in business or Non-Profit management, fundraising and development.
- Strong written and verbal communication skills, particularly public speaking ability.
- Demonstrated experience working collaboratively with community partners, volunteers, corporations, and boards.
- Maturity, a sense of humor, compassion for community service and an ability to relate to a variety of donors from many different racial, ethnic, religious and class backgrounds.

### **Other Skills**

- Experience with endowments, planned giving, charitable gifts, annuities/trusts
- Experience drafting and executing contracts
- MS Office
- Salesforce
- WordPress

### **Essential Functions and Responsibilities**

#### *Donor Relations & Communication:*

- Promote an effective, highly-visible and positive public image of the foundation and its mission
- Conduct outreach to major donors, prospects, nonprofit agencies and businesses to cultivate lasting relationships and foster giving to and through the foundation

- Seek opportunities to effectively demonstrate the positive impact of the community foundation
- Assist the Board with the development and implementation of a comprehensive fund development program that meets established goals and includes the following target areas:
  - Foundations and Grants- Research potential foundations and grants; write and monitor grants and actively pursue funding sources
  - Corporate and individual major donors- In person cultivation of donors, create a trusted, responsive relationship with donors; meet donor needs and expectations by honoring donor intentions and being a good steward of the resources entrusted to the foundation.
  - Planned giving efforts-Cultivate relationships with professional advisors (trust departments, attorneys and accountants) to build confidence in the foundation's ability to meet donor needs and honor donor intentions
  - Understanding of capital campaigns
  - 20/20 circle - Nurture entry donors
  - Fundraising events
  - Call and visit with a variety of prospective donors
- Provide content for professional quality, written/visual communications including press releases, brochures, newsletters, website including donor and nonprofit success story vignettes, social media posts, seasonal appeal letters and annual report for the foundation.
- Expand brand awareness of the Carbon County Community Foundation as a valuable, relevant community asset
- Work with web/graphic designer to maintain up-to-date website and social media

*Finance, Operations and Resource Management*

- Together with the Finance Committee, develop and recommend an annual budget for Board approval. Ensure expenditures are within budget, implement and follow best practices regarding financial transactions and record keeping. Monitor and report regularly to the Board on incoming revenue estimated, asset growth and performance.
- Provide oversight for proper administration of the fiscal policies of the foundation. Supervise the operations of the accounting system and all fiscal, fund and donor records.
- Ensure that policies and procedures are in place to allow the Community Foundation to function in an ethical, legal, cost effective and efficient manner. Ensure that the community foundation operates according to board adopted Bylaws, Articles of Incorporations, Resolutions, Fund Agreements and other contracts.

*Program Development/Administration:*

- Develop and oversee the Foundation's grant making program and process.
- Work in conjunction with the Board of Trustees to develop long-range plans for program expansion.
- Maintain Customer Relationship Management software (CRM) to effectively nurture donors through the donor life cycle.
- Act as principle liaison between the Luzerne Foundation and CCCF.

*Board Relations:*

- Provide leadership, communication and serve as liaison with the Board of Trustees and its Committees.
- Assist with quarterly meetings, semi-annual committee meetings
- Provide monthly ED reports including program statistics and trends at board meetings and prepare other documents for board as needed in a timely manner.
- Make recommendations to the Board regarding program and policy changes.

*Application Instructions:*

Submit resume, cover letter, and three references to [director@cccfoundpa.org](mailto:director@cccfoundpa.org) by February 29, 2020.

Anticipated start date: Late March/Early April