

Community Foundation of Central Missouri (CFCM)

Executive Director

Job Posting: 1/4/24

Application deadline: February 5, 2024

The Executive Director is the chief executive officer of CFCM and has general and active control of its affairs, business, and general supervision of its agents and employees. The Executive Director is responsible for advancing the organization's vision, strategic initiatives and priorities and seeing that all resolutions of the Board of Directors are carried into effect. The Executive Director is responsible for meeting the financial and operational goals of CFCM. The Executive Director, along with the Fund Development Specialist and involvement of the Board, leads our fundraising efforts to establish new funds and build a corpus of managed assets for grant making to the community, as well as managing the operational dollars to sustain the Community Foundation.

About the CFCM

The Community Foundation of Central Missouri (CFCM) works to facilitate philanthropy. We seek to make charitable giving easy, accessible, and impactful. We help donors provide revenue to causes they care about. The CFCM is a full-range, one-stop, charitable giving shop offering a mix of investment and fund management services, grant guidance and support, and knowledge of the nonprofit sector.

Our Mission

The Community Foundation of Central Missouri inspires and nurtures philanthropy for the public good.

Our Vision

The Foundation leads the way by employing the sustainable power of philanthropy in support of nonprofit missions in our service area.

Reporting Relationship

The Executive Director reports to the CFCM Board Chair and Board of Directors.

Primary Responsibilities of the Executive Director

Fundraising, Marketing and Partnerships

- Engages and cultivates long-term relationships with **external stakeholders** including individual donors, businesses, other foundations, nonprofits, and other potential funders, as well as allied professionals and partnering organizations,
- Engages and cultivates long-term relationships with **internal stakeholders** including the Board, committees, volunteers, back-office partners, and affiliate organizations.
- Cultivates the Foundation's **relationship and outreach with allied professionals** including wealth advisors, banks, attorneys, and CPAs across central Missouri.
- Coordinates Foundation **events and fundraising activities**, kickoffs, celebrations, major/planned gift announcements, community updates, CoMoGives, etc.

- Works with appropriate board committees to develop and refine **communications and marketing** materials to create a clear, compelling message and marketing collateral.
- Seeks **speaking opportunities** with strategically aligned organizations or groups throughout Columbia and the central region to identify opportunities for CFCM services.
- Communicates **regular updates and progress** to board members and current funders on existing grants and funds.
- Serves as **primary spokesperson** to the organization's constituents, volunteers, media, and the general public.

Organizational Leadership

- Provides **executive level leadership** to inspire confidence among potential funders, partners, corporations, government agencies, and community leaders in order to support the mission.
- Ensures ongoing local **programmatic excellence** and consistent quality to support the administration, fundraising, communications, and systems to sustain CFCM.
- Monitors the **strategic direction** of the Foundation and ensures the activities of CFCM, its Board and its staff are contributing to progress.
- Ensures effective systems are in place to **track and record progress** and regularly evaluates program components in order to measure success and communicate it to the board, funders, and other constituents.
- Participates in **organizational development** initiatives that help CFCM mature, working through changes required by organizational growth.

Financial and Operational Excellence

- Promotes procedures and practices that ensure **organizational compliance** with the highest ethical standards, ensuring operational and fiduciary accountability, transparency, confidentiality and adherence to all laws.
- Manages the annual **operating budget** as established and monitored by the Board.
- Participates in the **Annual Audit process** with our audit partners.
- Supports the work of a strong **Board of Directors**; serves as ex-officio member on all committees; seeks, develops, and builds board involvement with strategic priorities, recommends appropriate timelines and resources to achieve its strategic goals, and participates in the recruitment, selection, and orientation of new board members.
- Provides management **oversight to all staff members and volunteers** of the organization and conducts timely and effective performance evaluations.
- Effectively **facilitates** regular meetings.
- Performs **other duties** as assigned by the Board of Directors

Professional Qualifications:

- Bachelor's degree required; Master's degree preferred but not required.
- 5+ years' experience with nonprofits, public or private foundations, community involvement, or similar. Knowledge of community foundations strongly preferred.
- Understanding of nonprofit accounting, budgeting, financial management preferred.
- Expertise in Planned Giving/Charitable Giving will be strongly considered.
- Professional certification such as CFRE, CTFA, CFP will be strongly considered.

- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Transparent and high integrity leadership.
- Strong written and oral communication skills.
- Strong public speaking ability.

Compensation

Salary

\$85,000 - \$100,000, commensurate with experience, as well as the opportunity to scale with the growth of the organization.

Benefits

Health insurance provision and retirement matching benefit are negotiable.

How to Apply

Applicants should send resume **by February 5th** and include a cover letter highlighting their best thoughts on **two central ideas**:

1. How does CFCM's mission and vision resonate with your own experience?
2. Any exposure or expertise you have as it relates to donor advised funds, scholarship funding, field of interest funds or other charitable giving mechanisms.

Send documentation to:

Attn: Susan Hart, Board of Directors
susan@reinhardtconstructionllc.com

The Community Foundation of Central Missouri provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or any other characteristic protected by federal, state or local laws.

Community Foundation of Central Missouri
<https://www.cfcfoundation.org/>