

## **Executive Director for the Community Foundation of Central Missouri (CFCM)**

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 serves as the lead in fundraising to establish new funds, with involvement of the Board, 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. The Board of Directors may modify this job description at any time to ensure the effective pursuit and achievement of CFCM's mission and strategic plan.

### **Reporting Relationship**

Reports to: City Manager and the CFCM Board Chair and Board of Directors.

At present, the agreement between the City and CFCM states that the Executive Director is an employee of the City under the direct and primary supervision of the City Manager. Any supervision by or evaluation by the CFCM Board is subordinate to that of the City of Columbia.

### **Primary Responsibilities of the Executive Director**

#### **Fundraising, Marketing and Partnerships**

- Actively engages and cultivates **long-term relationships** with all stakeholders including the Board, volunteers, donors, committees, partnering organizations, and potential funders.
- Develops **speaking opportunities** throughout the city and central region with strategically-aligned organizations or groups to build recognition and appreciation of CFCM opportunities and services.
- Works with appropriate board committees to deepen and refine **communications and marketing** materials to create a strong brand with a clear, compelling message, including development of periodic electronic and printed materials.
- Deepens the Foundation's **relationship and outreach to allied professionals** including wealth advisors, banks, attorneys, and CPAs across central Missouri and encourages them to promote CFCM as a trustworthy partner.
- Provides regular **communication updates** and progress reports to board members and current funders on existing grants and funds.
- Manages and coordinates Foundation events, kickoffs, celebrations, major/planned gift announcements, community updates, CoMoGives, and all **fundraising activities**.
- Serves as a visible **public advocate** providing inspirational leadership for the work of CFCM, while ensuring the highest quality, effectiveness and efficiency of its programs and activities.

## 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 and direction of the Community Foundation.
- Ensures ongoing local **programmatic excellence** and consistent quality to support the administration, fundraising, communications, and systems needed to sustain CFCM.
- Ensures the activities of the CFCM, its Board and its staff are contributing to the **strategic direction** of the Foundation and guides CFCM through the implementation of regularly scheduled mid and long-term planning activities in order to meet strategic objectives.
- 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.
- Supports the work of a strong **Board of Directors**; serves on 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 1 current administrative staff member, future staff, and any volunteers of the organization.
- Effectively **facilitates** regular meetings.
- Performs **other duties** as assigned by the Board of Directors

## General Qualifications

The Executive Director must be committed to the mission of the Community Foundation. A successful Executive Director demonstrates exceptional financial acumen, is a self-starter, has prior relationship management experience, demonstrates superior written and public speaking skills, exhibits personality traits displaying an ability to work with a wide variety of people, and has demonstrated successful fundraising ability. The Executive Director must demonstrate that he/she is a highly skilled listener and communicator who inspires confidence across stakeholders in support of the mission and direction of the Foundation.

## Specific Requirements:

- Experience with and passion for Boone County and Central Missouri.

- Strong, demonstrated, successful fundraising experience across a wide range of program areas and constituents.
- A solid knowledge of nonprofit accounting, budgeting, financial management and marketing.
- A working understanding of donor-advised and other special or restricted funds.
- Proven success in a leadership position overseeing operations of an organization or program while maintaining solid relationships.
- Past success working with a board of directors with the ability to cultivate existing and future board member relationships.
- Strong marketing and public relations experience with the ability to appeal to a wide range of stakeholders and cultures.
- Experienced and effective public speaker.
- Action-oriented, and adaptable, with an innovative and collaborative approach to business planning and operations.
- An entrepreneurial spirit, preferably including experience developing and implementing public-private partnerships to achieve community-wide social and economic goals.
- Effective delegator; works through others to achieve project budgets and timelines.
- Builder of trust with all stakeholders in the community; constituents, volunteers, service providers, donors, grant makers, community groups and elected officials, among others.
- Willing to travel within the CFCM service area, as needed.
- A minimum of 5 years of nonprofit organization experience. Direct foundation leadership experience preferred.
- Background and credit checks are required.
- Bachelor's degree is required with emphasis in a related discipline a plus.
- Experience with common Microsoft Office applications is required; familiarity with database software is a plus.

**Job Type:** Full-time

**Salary:** \$XX,000.00 /year As provided by the CFCM

**Additional Compensation:** As provided by the City of Columbia

### **Experience**

- Nonprofit: 5 years (Required)
- Community Foundations: 2 years (Preferred)

- Nonprofit accounting, budgeting, financial management: 1 year (Preferred)
- Leadership: 1 year (Required)
- Microsoft Office: 1 year (Preferred)

**Education**

- Bachelor's (Required)

**Location**

- Columbia, MO

**Required travel**

- 20%, primarily within Missouri