



*Our mission is to inspire and promote giving in Anne Arundel County
by connecting people who care with causes that matter.*

President & CEO Position Description

ORGANIZATIONAL OVERVIEW

The Community Foundation of Anne Arundel County (CFAAC) is a 501(c)3 nonprofit organization started in 1998 by a group of dynamic and generous people who knew first-hand the power of philanthropy and community foundations in transforming and sustaining communities. Our role is to inspire and grow philanthropy, help identify critical needs in our county, partner with donors to help them meet their philanthropic and financial goals, and promote collaboration to help strengthen local nonprofits.

While in our 20th year, the past 10 years have seen the most growth for CFAAC since we hired our first full-time President & CEO in 2008. We gained significant momentum over the past few years. Our total assets increased from \$6M to \$15M, and in partnership with our Fund Advisors, we have distributed over \$4M in grants to nonprofits, primarily in Anne Arundel County. We aim to maintain this momentum.

We currently manage 122 Donor Advised Funds that include Donor Advised, Field of Interest, Designated, Scholarships, and Agency Endowments. We have 5.4 FTE, a 17-member Board of Trustees, a \$500,000 annual operating budget. The Board adopted our 2017-2020 Strategic Plan in January 2017 and we have consistently implemented the plan on time and with quality; we are ahead on several initiatives. Our Board is composed of respected and generous community leaders who are focused on our mission, engaged in committee service, awareness-building, and fund development.

Our Staff Team includes three community foundation veterans and all are valued in our community. Two of our senior staff members, our Director of Finance & Operations and our Director of Development, respectively have been on the team for seven and 10 years. Our part-time Grant & Scholarship Manager has been with us for over six years. Our Communications & Marketing Manager has been with us for 6 months, and we are hiring our first Philanthropic Services Administrator any day.

In addition to making grants, we also play an important community leadership role that includes our bi-annual *Poverty Amidst Plenty Community Needs Assessment*, quarterly Community Impact Speaker's Series, managing the Anne Arundel Estate Planning Council, hosting the Annual Celebration of Philanthropy Awards Luncheon, and coordinating workshops that help to strengthen nonprofit organizations. We also partner with the County Executive's Office and other departments and agencies on a variety of countywide initiatives.

We are one of 13 community foundations in Maryland. Collectively, as of year-end 2017, community foundations in Maryland manage \$897M in assets, 46% (\$414M) of those assets are endowed, and community foundations gave \$121M in grants to nonprofits.

We envision a vibrant and generous community that comes together to enhance the quality of life for all. We know that each one of us makes a difference. That is why we are focused on growing philanthropy one person, one family, and one business at a time. The more of us who give, the more good we can do for our community, together.

PURPOSE OF POSITION

The President & CEO of the Community Foundation of Anne Arundel County operates under the general direction of the Board of Trustees, within the policies established by the Articles of Incorporation, By-laws, and guidelines duly adopted, and as consistent with applicable federal, state, and local law. This job description is subject to change as deemed necessary by the Board of Trustees for the effective pursuit and achievement of CFAAC's mission and strategic plan.

TRAITS AND CHARACTERISTICS

The successful candidate is a mature, strong, energetic, and creative leader who provides strategic direction, while embracing opportunities for new initiatives and entrepreneurial development. It is important that the President & CEO is passionate about philanthropy and the social sector and its ability to address or solve community issues. The President & CEO is a highly capable leader who is able to serve as an ambassador to multiple sectors and generations while being an advocate for philanthropy and the social good.

The President & CEO possesses strong personal communications skills and creates an environment conducive to open and direct communication and consensus-oriented decision-making and problem solving. The desire and ability to create and articulate a clear vision for CFAAC, and to lead and inspire the Board of Trustees, the Staff Team, community partners, and other key stakeholders to further CFAAC's vision and mission is critical.

The President & CEO has exceptional organizational and administrative skills; he/she has the ability to think strategically, plan, set goals and objectives, drive implementation, and measure impact. Successful experience in fundraising, financial management, organizational management, human resources, performance management, program development, and board relations is essential. It is helpful if the President & CEO has a track record of building successful partnerships and coalitions across sectors and within communities.

DUTIES OF POSITION

Subject to policy direction and supervision of the Board of Trustees, the President & CEO is responsible for knowing, understanding, and leading implementation of the strategic plan and annual plans, which include the following:

DEVELOPMENT

- Serve as the lead fundraiser for the organization to attract funds from donors to build a perpetual endowment for granting, and operational dollars to sustain the organization;
- Partner with the Director of Development, Board of Trustees, and Fund Development & Communications Committee to increase CFAAC's financial resources;
- Develop and implement a yearly fund development plan with the Director of Development and Fund Development & Communications Committee for new donor contributions and establishment of new funds;
- Oversee planning and implementation of fundraising campaigns, special events, and other related fund development activities;
- Ensure that the Board of Trustees is consistently informed of fundraising plans, processes, and progress towards goals;
- Engage Board Trustees in donor identification, cultivation, solicitation, and stewardship;
- Build and maintain positive relationships with donors;
- Maintain strong stewardship practices with current and prospective donors;
- Identify, develop, and solicit funding prospects;
- Continue the focus on Professional Advisors as key ambassadors and referral resources for new contributions and funds;
- Promote a variety of philanthropic giving tools such as planned giving and memorial giving options;

- Ensure ongoing high quality donor services through the delivery of accurate and timely quarterly fund statements, grant making, and donor education opportunities.

AWARENESS

- Understand Anne Arundel County's needs, challenges, opportunities, and demographics;
- Serve as the principal representative and spokesperson to the public, while at the same time, promoting and building capacity of our Staff Team and Board of Trustees to represent the organization as appropriate;
- Actively seek and promote opportunities at all times to educate county residents, community leaders, and professional advisors on CFAAC's mission and role;
- Collaborate with community partners to increase the impact of CFAAC's efforts;
- Actively participate in community initiatives that align with CFAAC's mission and strategic plan.

IMPACT

- Maintain an awareness of community needs and interests as they relate to CFAAC's mission and goals;
- Identify creative and collaborative opportunities with other funding partners (for CFAAC operations and community identified needs);
- Oversee staff in administering the grant making and scholarship programs within appropriate policies and procedures, as well as the parameters established in accordance with Fund Agreements;
- Consult with nonprofit organizations on capacity building related issues at their request or as appropriate to a grant being made from a fund.

CAPACITY

- *Operational Excellence*
 - Knowing, understanding, and abiding by and maintaining compliance with the U.S. National Standards for Community Foundations;
 - Develop and administer the operational functions of CFAAC in accordance with its purpose and within the policies adopted by the Board of Trustees with a continued focus on systems efficiency and effectiveness;
 - Supervise the maintenance of accurate of Board meeting minutes and committee meeting minutes, correspondence, and other documents related to donations, grant making, and other activities;
 - Develop and ensure accuracy of reports as needed for internal management and external accountability of CFAAC and the Board of Trustees;
 - Supervise the management of the office space.
- *Board Relations*
 - Serve as lead staff to the Board of Trustees;
 - Develop and maintain strong relationships with Board Trustees, and foster their relationship with the Staff Team;
 - Ensure appropriate Board Trustee engagement in Board meetings, committees, fund development, and other related activities;
 - Partner with the Governance & Nominating Committee to recruit, nominate, and onboard new Board Trustees;
 - Plan and manage logistics for quarterly Board meetings;
 - Staff the Executive Committee, serve as ex-officio member on all standing committees;
 - Maintain proper and consistent communications with the Board of Trustees;
 - Be knowledgeable and inform the Board of Trustees of relevant community and national issues that affect CFAAC and the industry as a whole.
- *Fiscal Management*
 - Sustain robust investment management of all assets held by CFAAC and maintain a strong relationship with Mason Advisory Services, Inc. and the Asset Management Committee;

- Develop the annual budget with the Board Treasurer and Director of Finance for recommendation to the Board of Trustees by the Budget & Finance Committee and Executive Committee;
- Ensure that appropriate financial information is maintained and timely financial reports are made to the Board of Trustees, Staff Team, donors, fund advisors, and the community;
- Review and approve all operating expenses, bank statements, transfers, credit card statements, and other financial documents;
- Review and approve necessary timesheets and semi-monthly payroll;
- Supervise staff operations for Community Suite and Foundant;
- Ensure timely and accurate preparation, Board of Trustees approval, and public access to the annual audit and 990.
- *Staff Planning and Oversight*
 - Ensure that personnel policies are clear, consistent, and well-communicated;
 - Align job responsibilities with organizational needs and resources;
 - Recruit, hire, train, and/or release staff;
 - Conduct weekly staff meetings and one-on-one meetings;
 - Work with staff to develop performance objectives and work plans that support the strategic plan, including professional development plans;
 - Provide real-time feedback, conduct mid-year, and annual performance reviews;
 - Monitor salaries and recommend appropriate cost of living increases, changes based on roles and performance, and annual incentive awards;
 - Oversee the development of an effective and efficient volunteer pool as appropriate.

The omission of specific duties above does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

CAREER EXPERIENCE

The President & CEO has a strong and diverse background that demonstrates leadership in the management of organizations, fund development, board development, and community relations. Although the successful candidate will likely have solid experience in the philanthropy or nonprofit sector, it is also possible that the candidate might come from other sectors, including work in the private or public sectors. A career path that has provided opportunities for broad intellectual interest, which bridges traditional discipline and functional boundaries, is important.

REQUIRED SKILLS, EDUCATION, EXPERIENCE, BACKGROUND

- Desire to take CFAAC to the next level of growth for greater impact in Anne Arundel County;
- Minimum Bachelor's degree or relevant work experience in the nonprofit sector. Graduate Degree in nonprofit management, business administration, public administration, or social work a plus;
- Demonstrated leadership, administration, project management, budget development and management, financial investment management, and analytical skills;
- Robust organizational management, culture, performance and change management experience a priority. Ability to empower, motivate, and inspire the Board of Trustees and Staff Team;
- Successful record of raising substantial funds and stewarding individuals, businesses, private foundations, and other potential contributors;
- Confident and effective written and verbal communications, and presentation skills;
- Capacity to identify opportunities for partnership and engagement for CFAAC in the community;
- Ability to work effectively with community leaders including executives of other nonprofit organizations, county agency/department representatives, fellow community foundation executives, and local and state elected officials;
- Demonstrated commitment to the philanthropic sector and to the advancement of the quality of life in Anne Arundel County;

- Ability to learn quickly and monitor local, state, and federal legislation that impacts donors and community foundations;
- Knowledge of general financial investment management;
- Self-motivated, open-minded, disciplined, high level of initiative, attention to detail, resourceful, and accustomed to working without supervision;
- Mature judgment, strong analytical, strategic, interpersonal and networking skills, self-aware, and emotionally intelligent;
- Sense of humor, optimistic, an attitude of gratitude and abundance, potential, and possibility;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Candidate selected for the role must live in Anne Arundel County;
- References required upon request.

COMPENSATION

Salary is competitive and dependent on education and job experience. A comprehensive benefits package includes health insurance, holiday, vacation, and sick leave. A Simple IRA is available with a matching contribution after 12-months of employment.

CFAAC is an equal opportunity employer. We greatly value the diversity of individuals, ideas, perspectives, insights, and values, and what they bring to our mission, culture, and outcomes.

HOW TO APPLY

If this sounds like the job for you and you have the skills and requirements listed above, then we are eager to meet you. Please submit a cover letter and a resume to Jim Nolan, Board of Trustees Chair at hrdept@cfaac.org by 5:00 p.m. on May 8, 2018 to be considered. Please put YOUR NAME, and PRESIDENT & CEO in the Subject Line. No phone calls please.

Posted Date: 4/17/18

Close Date: 5:00 p.m., 5/8/18