



# FARMINGTON BANK Community Foundation

## **JOB POSTING & DESCRIPTION PRESIDENT**

The Board of Directors of Farmington Bank Community Foundation seeks a President. Farmington Bank Community Foundation is an independent private foundation providing financial support to non-profit organizations and community programs that help create opportunities for a better life by focusing on economic opportunities, health, and basic needs for the residents of sixteen communities in Central Connecticut.

### **Who We Are:**

A legacy of Farmington Bank, the Farmington Bank Community Foundation (Foundation) was established with a gift of stock when the bank converted to a publicly traded corporation. With the acquisition of Farmington Bank in 2018 by another financial institution, the Foundation became a private charitable foundation. The Farmington Bank Community Foundation has continued the bank's 167-year history of supporting local nonprofit organizations in central Connecticut that impact the quality of life of residents by providing programmatic support for those not-for-profit organizations. The Foundation supports a sizable number of organizations annually with a giving budget of \$500,000 to \$700,000 dollars.

A volunteer Board of Directors oversees the Foundation. Day to day operations is managed by its sole employee the President. Accounting is outsourced along with, as needed, IT support. The Foundation utilizes a grant management system for its grant funding. All other administration is managed by the President. The Foundation has a paperless philosophy and operates primarily electronically. In addition to the Board and typical nonprofit committees, the Foundation has a Grant Committee comprised of community members and board members. They review all requests for financial assistance and provide recommendations to the Board of Directors.

In 2020 the Foundation completed a strategic focus review. Farmington Bank Community Foundation targets its funding in two primary areas

### Economic Empowerment and Sustainability

- Workforce development - enhance, improve opportunities for quality employment and career prospects.
- Self-sufficiency – providing a foundation through early childhood education, ensuring graduation from high school and/or college and working with low literacy adults with the goal of assisting an individual or household to achieve a standard of living where they can provide for one's own needs.
- Housing - support development of a range of affordable housing options in all communities

- Financial Literacy – improve skills and knowledge of households to make informed and effective decisions with all their financial resources.
- Entrepreneurship – support the process of designing, launching, and running a new business.

### Health & Human Services

- Abuse prevention – support the prevention, reduction and eliminate the recurrence of child abuse, elder abuse, or spouse abuse.
- Basic needs - short-term emergency assistance for households who have insufficient resources to meet their basic needs including shelters, food pantries or household goods
- Health care access - Promote access to quality preventative and routine healthcare; developmental screenings; access to healthy food and health-related income supports (such as, SNAP, WIC, and HUSKY)

The Foundations geographic market is 16 communities in central Connecticut: Avon, Berlin, Bloomfield, Bristol, Burlington, Canton, Farmington, Hartford, Newington, New Britain, Plainville, Rocky Hill, Simsbury, Southington, West Hartford and Wethersfield

### **POSITION SUMMARY:**

The President serves as the Foundation’s chief operations and administrative officer, and as such, reports to the Board and has overall responsibility for the strategic, programmatic, financial, and management operations of the organization. The President is the organization’s primary representative to the broader community: administering the grant process; representing the Foundation and advocating its vision at the local and regional level; and presenting at conferences and workshops.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Ensure that the Foundation remains a healthy, viable organization that stays true to its mission and continues to broaden its capacity to advance its vision and objectives.
- Establish the Foundation’s vision and priorities with the Board of Directors. Work with Board members on strategic planning and policy development. Engage the Board, Grant Committee and other key stakeholders to implement across the organization. Ensure an ongoing connection between the Foundation’s strategic plan and programs.
- Analyzes, evaluates, and communicates the Foundation’s strategic position and current status to the Board in a timely manner with appropriate recommendations
- Work with the Board, Investment/Finance Committee and investment advisor to maintain and grow the Foundations assets.
- Effectively manages the Foundation’s programs, administration, finance and budget, and human resources. Manage relationships and communications with the Board of Directors and Foundation Committees. Plan and schedule Board and committee meetings, develop agendas and background materials, facilitate meetings, and ensure maintenance of minutes and related records. Along with Governance Committee and Board Chairperson, help identify potential new Board

- and Committee members and assist in new member recruitment and orientation.
- Maintain direct communication with grantees and applicants providing guidance and conveying decisions.
  - Maintain all Foundation corporate and financial records and required corporate filings. Assures compliance of the Foundation and its activities with all regulations, laws and by-laws.
  - Administer the Foundation's grant making activities including on-line capability and evaluation procedures. Monitors grantee compliance and assures the proper distribution of approved grants.
  - Represents the Foundation and its programs to the community and other funding partners. Develop an effective community outreach program through ongoing community networking and interaction with philanthropic representatives, academic leaders, non-profit agency representatives, community and business leaders.
  - Ensure sound management of the Foundation's budget, finances and financial reporting systems. Supervises the development of annual budgets for Board approval
  - In collaboration with the Board Chair, Governance Chair, and Audit Chair; manage the foundation's financial matters using best practices to ensure transparency, proper dual control, and effective investment management of foundation assets , expense management, grant review and grant distribution.
  - Ensure the board is kept apprised of its grant process and results, budget performance and community need on a regular basis.
  - Prepares and presents an annual performance report to the Board along with goals for following year

#### **ADDITIONAL DUTIES**

- Completes other related tasks as assigned.

#### **EDUCATION**

Bachelor's Degree (or equivalency)

#### **EXPERIENCE AND SKILLS**

- Strong leadership and interpersonal skills
- Ability to foster team building and cooperation with the Board of Director, staff and the community
- Five to seven years senior level management experience with a foundation or comparable experience in related fields of arts, community development, health and human service or youth and education
- Proven understanding of social and community needs. Ability to develop and maintain relationships with other community leaders.
- Proven record of success in management
- Excellent verbal and written communication skills
- Personal and professional integrity
- Successful experience in analysis, policy-making, grant making, and fiscal management

## **Supervisory Responsibilities: N/A**

### **Inter-relationships:**

- Board of Directors
- Board Committees
- External networks and resources

### **Compensation and Benefits**

This is a full-time position with a starting salary range of \$90,000-\$140,000 commensurate with experience and qualifications. FBCF also offers a benefits package that includes a retirement plan, health insurance and paid time off. Farmington Bank Community Foundation is an Equal Opportunity Employer seeking a diverse workforce.

### **Additional Considerations**

The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: Requires physical activity including sitting/standing, lifting and carrying (up to 50 lbs.).

Work Environment: full-time flexible in-house and remote office. The foundation has office space in Hartford with shared conference rooms. The position requires some travel for site visits, meetings and conferences.

### **Application Process and Additional Information**

Please submit a resume and a cover letter that describes how your qualifications and experience match the needs and mission of FBCF to [FBCFCT@gmail.com](mailto:FBCFCT@gmail.com).

You are strongly encouraged to submit your application by September 23, 2022

All applications will be reviewed and acknowledged as they are received. See <https://fbcfct.org/> for information about our organization.