



NORTH DAKOTA
COMMUNITY
FOUNDATION

JOB DESCRIPTION: PRESIDENT & CEO

Approved: 09/22/2022

Purpose of the Position:

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

Employed by: Board of Directors

Responsible to: Board of Directors

Immediate Supervisor: None----Board Chair of the Board

Status: Full-time exempt employee

Duties of Position:

Know and understand the mission of the North Dakota Community Foundation and work towards achieving that mission.

Know, understand and lead implementation of the Community Foundation's strategic and long-range plans.

Know, understand, abide by and maintain compliance with state and national standards as described by the Ethical and Operational Standards for Community Foundations.

LEADERSHIP

- Leadership—Track record of successful Leadership;
- Ability to Inspire a diverse, professional team;
- Proven success in Communication, Marketing and Sales.

DEVELOPMENT

- Serve as the principal advisor to the Board and work with the Development Committee in its efforts to expand the Community Foundation's financial resources;
- Oversee all special events, fundraising campaigns and/or activities as defined by the Board of Directors;
- Maintain good relationships with existing donors and nurture them to increase contributions;

- Develop and implement solicitation and cultivation plans in conjunction with the Development Committee for new donor contributions and establishment of new funds under the Community Foundation's authority;
- Identify and develop additional funding prospects;
- Understand and promote various charitable giving tools including but not limited to planned giving and memorial giving options.

AWARENESS

- Serve as spokesperson for the Community Foundation and be its principal representative to the public;
- Actively seek and promote opportunities to educate citizens and community leaders on the Community Foundation's mission and core values as well as communicate key messaging as established by the Marketing Committee;
- Attend and actively participate in community initiatives that are of key concern to the Community Foundation mission and/or strategic plan.

IMPACT

- Maintain an awareness of community needs and interests as they relate to the Community Foundation's goals and mission;
- Identify creative and collaborative opportunities with other funding sources;
- Oversee staff in administering the grant making program of the Community Foundation within the policies and procedures established by the Board and in accordance with the Fund Agreement;
- Work with the Impact Committee to provide consultation to nonprofit organizations and Fund Representatives on capacity building issues.

CAPACITY

- **General Operations**
 - Develop and administer the operational functions of the Community Foundation in accordance with its purposes and within the general policies adopted by the Board;
 - Supervise the maintenance of accurate records including but not limited to minutes of Board and Board committee meetings, correspondence and other documents related to donations, grant making and other activities;
 - Supervise the accuracy of reports as needed for internal management and external accountability of the Community Foundation and its Board.
- **Board Relations**
 - Serve as the principal advisor to the Board in its efforts to achieve Community Foundation goals;
 - Work with the Board, its Committees and our local community foundations to recruit, train and nurture new Board members;
 - Foster good relationships between the Board and staff;
 - Serve as ex-officio member of all standing committees or designate an appropriate staff liaison;
 - Maintain communication with the Board including but not limited to development and distribution of Board communications, agendas and minutes;

- Be knowledgeable and inform the Board of community and national issues that affect community foundations and the industry as a whole.
- **Fiscal Management**
 - Work with the Community Foundation's Treasurer and Finance Committee to see that appropriate financial information is maintained, timely reports are made and the Board is well-informed concerning financial matters;
 - Prepare an estimated annual operating budget for recommendation to the Executive Committee;
 - Monitor the operating budget on an ongoing basis;
 - Review and approve all operating expenses;
 - Review and approve necessary timesheets and ensure accurate and timely processing of semi-monthly payroll;
 - Supervise the staff operations of the accounting system and all fiscal records, including the annual audit and necessary tax returns and filings.
- **Staff Planning and Oversight**
 - Ensure that personnel policies are clear and well-communicated;
 - Develop job descriptions and make assignments;
 - Recruit, hire, train and/or release staff;
 - Conduct periodic staff meetings and work with staff to develop work plans, staff objectives and prioritization of workload as necessary;
 - Prepare timely performance reviews for staff, based on position descriptions linked to the Community Foundation's strategic plan;
 - Monitor salary levels and recommend appropriate changes;
 - Arrange training and professional development opportunities for staff;
 - Oversee the development of an efficient and effective volunteer pool and supervise volunteers as needed.

Minimum Position Qualifications

- 5 years' experience preferred in organizational management, budget development and fund raising
- Experience in working for a volunteer board and engaging them in fundraising activities
- Minimum of a bachelor's degree
- Knowledge of North Dakota
- Ability to speak and write in a clear, concise, respectful and thoughtful manner
- Ability to actively listen and to work with widely diverse individuals and groups, including donors, volunteers and community leaders
- High level of credibility and integrity
- Knowledge of IRS regulations relative to fundraising, gift acceptance and acknowledgement, fundraising accounting principles and charitable giving tools
- Strong command of Microsoft Office computer software programs
- Experience with Foundation Database (FOUNDANT) a plus
- Residency in, or within easy daily commuting distance of Bismarck, North Dakota (6 month relocation period)
- Development and fundraising experience