



## **JOB DESCRIPTION**

### **Executive Director**

#### **Community Foundation of South Lake County, FL**

The mission of the Community Foundation of South Lake County is “Serving our community through the connecting of resources and intentional philanthropic giving.” Our vision is a community where all needs are met.

CFSLC serves South Lake County by providing community leadership in philanthropy and legacy giving; guiding and empowering donors to make informed decisions. Working with our local non-profits, we focus efforts on accomplishing sustainability through the connecting of resources, educational opportunities, and grant funding.

#### **The Position - Executive Director**

The Executive Director reports to the Board President for the implementation of organization policies, Board strategic/business plan and management of the Foundation in a manner consistent with stated vision and mission statements. Responsible to the Board for all staff support activities necessary to fulfill the purposes as defined in the Articles of Incorporation and the Bylaws of the Foundation.

#### **Principal Responsibilities:**

- Continue to develop the Foundation’s role in community leadership by implementing initiatives that address the evolving needs of our community.
- Increase the Assets of the CFSLC through Fund Development.
- Create community awareness of the goals and objectives of the Foundation.
- Oversee budget and charitable grants from the funds established by donors in coordination with the Treasurer.
- Administer an office and manage the systems and personnel through which the above functions are achieved.
- Supervise and review the financial reports and maintenance of financial records.

#### **Administrative**

- Provide guidance and recommendations to the Board with respect to policies and procedures; activities in which the Foundation from time to time might want to be involved; and investigate activities and projects the Foundation may want to support or fund.
- Serve as an ex officio member of all standing committees.
- Hire and supervise all staff and coordinate activities with professional advisors--auditors, legal counsel, etc.
- Implement all decisions, policies and strategic/business plans adopted by the Board.
- Develop or optimize the working practices of the Foundation.



- Provide Board with data, reports and investigations requested by the Board to enable Foundation to carry out their responsibilities.
- Provide oversight of marketing functions with contracted marketing consultant.
- Stimulate involvement by the Board.
- Oversee all grant payments and processing of grant requests in coordination with the Director of Grant Management.
- Oversee the annual budgeting process and, after approval by the Board, ensure operating and grant funds are managed within the budget or as otherwise directed by Executive Committee.
- Manage the committee work to include Executive, Fiscal, Governance, Development & Grants.
- Provide periodic cash flow analysis and key performance indicators.
- Assure that the Foundation's physical properties are properly and adequately maintained.

### **Staff Planning and Oversight**

- Administer staff operations to implement goals of the Foundation within the framework of the Board's strategic plan, policies, and approved budget.
- Carry the responsibility for recruitment, employment, and release of employed staff. Assign and develop job descriptions. With staff, develop work plans and staff objectives.
- Arrange training and development opportunities for staff and Board.
- Periodically assess staff performance. Counsel and document staff performance plans and reviews.
- Ensure all personnel records are maintained.

### **Program Fund Development:**

- Identify potential prospects with the help of the Board and the Development Committee.
- Develop cultivation and solicitation plans in conjunction with the Development Committee for specific corporations, foundations, businesses and individuals.
- Develop relationships with local estate planners: Attorneys, CPA's & Financial Advisors.
- Develop, with the Board, a case statement for support of the Foundation.
- Assume a leadership role in the community in explaining the mission of the Foundation and presenting the Foundation's case for support.
- Develop a case for support for potential prospects to contribute and makes presentations to prospects.
- Attend and seek out community events at which the Foundation should be present.
- Keep abreast of community needs and interests as they relate to the Foundation goals.
- Initiate and cooperate in local community initiatives as a convener and community leader.
- Actively seek to increase the assets and strengthen the impact of the Community Foundation in meeting local charitable needs.
- Develop a plan for the stewardship and sustainability of all donations to the Foundation.



### **Fund Investment:**

- Assist the Fiscal and Investment Committee in maintaining the Foundation's investment strategy and investment policy consistent with the Foundation's mission.
- Assist the Fiscal and Investment Committee in monitoring the investment of Foundation funds.
- Maintain necessary relationships with the investment manager(s) to assure a sound working relationship consistent with the Investment Policy.

### **Fund Disbursement:**

- Work in coordination with the Director of Grant Management, Board and Grant Committee to establish and communicate grant making strategies and priorities.
- Develop an application process including forms, reporting requirements, and follow-up procedures in conjunction with the Grants Committee and Grant Associate.
- Evaluate grant making program and make appropriate changes to the process.
- Ensure Foundation is operating within Foundation's Spending Policy.

### **Public Relations:**

- Represent the vision & mission of the Foundation to media, community leaders, and the public.
- Ensure an appropriate strategy to increase visibility through promotional plans/materials for the foundation and specific programs.
- Develop contingency plans including a communications flow for key scenarios.

### **Qualifications:**

- Bachelor's Degree preferably in Business or Public Administration, or equivalent experience.
- Familiarity with the concept and purposes of foundations and their relationship to their constituencies.
- Knowledge of community resources.
- Experience in facilities management.
- Knowledge of financial planning and related products.
- Experience convening public and private leaders to address community initiatives.
- Demonstrated experience in organizational and administrative skills.
- Ability to communicate and work with the public and Board.
- Knowledge and understanding of needs of south lake county community or ability to quickly learn these requirements.
- Fundraising experience or business development experience.
- Grant management experience.
- Strong understanding of financial reports, transactions, and analysis.



**CONTACT INFORMATION:**



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