



President & CEO

Pottawattamie County Community Foundation (PCCF) is looking for a President & CEO who is a self-starter with extraordinary interpersonal skills who can prioritize and complete tasks to deliver desired outcomes in a timely manner.

The successful candidate will be optimistic and versatile in a position that requires frequent change and flexibility. If you are practical, results-oriented, enjoy frequent interaction with others, and value intellectual growth opportunities this might be the opportunity you are looking for.

The Pottawattamie County Community Foundation (PCCF) is a tax-exempt public charity, 501(c) (3) that serves thousands of people who share a common interest in improving the quality of life in Pottawattamie County, Iowa. Through PCCF, individuals, families, businesses and organizations can create permanent charitable funds that help their communities meet the challenges of changing times. The foundation invests and administers these charitable funds. PCCF is overseen by a volunteer board of leading citizens and run by professionals with expertise in identifying the needs of their community.

Job Duties and Responsibilities

- Partner with all stakeholders including Board, staff, partner organizations, volunteers and supporters to create and implement a strategic plan that includes significant growth in the number of foundations and assets managed by the PCCF
- Create programming to generate attract new donors and funds as well as servicing existing donors.
- Develop marketing and public relations programs to achieve income goals.
- Oversee the efficient and effective day-to-day operations of PCCF including, but not limited to managing the foundation staff, review policies and procedures, develop expense control and revenue enhancement strategies.
- Responsible for leading the fundraising efforts for major gifts, special projects and operations by cultivating relationships with major stakeholders.
- Collaborate with community partners to enhance philanthropy in the region by establishing relationships with present donors, seeking/working with potential donors, fostering public awareness and education about the community foundation.
- Responsible for the fiscal integrity of PCCF to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Oversee the budget including planning, preparing, monitoring and administering; recommend opportunities to grow and develop new revenue streams for the organization.

Qualifications

- Bachelor's degree in non-profit management, social/public services, business administration or related discipline preferred.
- Master's degree preferred.
- Five years of managerial experience preferred.
- Five years of experience in a nonprofit leadership role preferred.
- An equivalent combination of education and experience sufficient to successfully perform the essential job duties and responsibilities.
- Resident or to become a resident of Pottawattamie County strongly preferred.

Job Requirements

- Understanding of the economic, cultural and social environment of Pottawattamie County, including knowledge of the nonprofit sector.
- A working knowledge of practices, procedures, terminology and systems relating to securing new donors and funds.
- Strong organizational abilities including planning, delegating, program development and fundraising.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate Board Members and other volunteers.
- Ability to interface and engage diverse volunteer and donor groups.
- Professional written and oral communication skills.
- Strong public speaking ability.
- Ability to organize, prioritize and handle multiple projects simultaneously.
- Must be a self-starter who can initiate projects and move them forward.

Please use this link to apply: goo.gl/bezbca

PCCF is an Equal Opportunity Employer