



OAK PARK-RIVER FOREST
Community Foundation

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Job Announcement

Chief Executive Officer

Position Title: President / Chief Executive Officer
Reports to: Board of Directors

FLSA Status: Exempt/Salary
Employment Status: Full Time

TO APPLY: Send cover letter, resume and salary requirements by e-mail to:

Stacey Williams at: SearchCommittee@oprfcf.org

Application materials will be accepted only via e-mail. **Open through January 15, 2018.**

BACKGROUND

The Oak Park-River Forest Community Foundation was established in 1959 to address resources for community needs. Since then, the Foundation has evolved and expanded its reach and purpose with its current mission to strengthen our community through philanthropy and nonprofit excellence. The Foundation has grown significantly over the past decade with assets under management growing to over \$69 million. This asset base has allowed the Foundation to provide strategic funding through grants and scholarships of \$4 million this year.

SUMMARY OF POSITION

The Chief Executive Officer (CEO) provides leadership and direction in fulfilling and advancing the mission of the Oak Park River Forest Community Foundation. The CEO is responsible for leading the Foundation in its achievement of its operational and strategic goals including the success of the Foundation's fund and donor development, fiscal management, grants and program operations, board relations, human capital management, community relations and administrative matters.

MAJOR RESPONSIBILITIES

Strategy Development and Planning

- In collaboration with the Board of Directors, the staff and other key stakeholders, the CEO develops and executes the Foundation's strategic plan, long term goals and operational plans.

Fund and Donor Development

- Ensures a sustainable asset base by building long-term relationships with key donors and fund holders based on mission, cultivation, stewardship, and sound fiscal management and ensures the annual and on-going integrity of donor intent and stewardship.
- Oversees all fund development and fund-raising activities including: grant writing, cultivation and stewardship of donors, event planning, and identifying new sources of donors.
- Serves as an active trustee in representing the Foundation's role as Corporate Trustee with the Josephine and Russell Kott Trust

Fiscal Management

- Ensures the Foundation has the financial where-with-all to thrive and deliver on its mission. Including the necessary financial discipline and the investment in resources needed to achieve its goals.
- Oversees the preparation and management of the annual budget including expense management.
- In conjunction with the Investment Committee, ensures the assets of the Foundation are invested optimally, efficiently and in accordance with the guidelines and policies. Oversees the preparation of investment reports for the Committee and the Board of Directors.

Grants and Philanthropic Leadership Program Management

- Oversees the Foundation's philanthropic leadership efforts and all grant making activities.
- Develops new programming ideas and initiatives to benefit the Foundation in accordance with its grant making guidelines.

Board Relations

- Cultivates partnerships with the Board of Directors and leads Board development activities. Assists in the recruitment of new board members.
- Oversees the preparation and distribution of Board / Committee materials. Serves as *ex officio* on all Board committees and works with the Board leadership to implement Board decisions.

Human Capital Management

- Ensures the Foundation has the necessary resources to achieve its goals and its mission.
- Manages the Foundation's human capital including: hiring, termination, ongoing staff development and providing verbal and/or written evaluations of staff. Informs the Board of Directors regarding staffing issues as appropriate.
- Ensures that employment policies are enforced and in compliance with all applicable state and federal laws and Foundation policies.

Community Relations

- Promotes the Foundation's visibility through participation and membership in community forums, civic organizations, and activities that align with the Foundation's mission and vision.
- Serves as the Foundation's representative to the public, provides education and assistance to residents and others in understanding the Foundation's interests, mission, and concerns. Directs the Marketing Director in developing and implementing a strategic marketing plan that provides a clear and concise message of the Foundation's mission.

Administrative Management

- Leads and oversees the administrative components of the Foundation including grant contracts and outside consultants. Works with the Foundation's legal counsel to ensure legal and regulatory compliance in all aspects of the Foundation's operations and maintaining the Foundation's certification with the Council on Foundations.

- Designs, reviews, maintains and implements all operational policies and guidelines for the Foundation and presents these to the Board of Directors for input and approval.
- Ensures the Foundation has the appropriate communication systems, physical space and technology to operate efficiently and effectively.
- Maintains current skills and knowledge of best practices within the field of philanthropy, attending seminars and professional training institutes as appropriate.

KNOWLEDGE AND SKILLS

- A demonstrated knowledge of and passion for the work of public charities and community philanthropy
- A minimum of 7 continuous years of senior-level management experience with bottom-line P&L responsibility
- Demonstrated leadership and success in fundraising through cultivation of donors personally and through staff
- Desire to be, and ease serving as, the public face of the organization to the community
- Knowledge of effective nonprofit governance practices and first-hand experience with nonprofit organizations
- Demonstrated knowledge of investing, asset allocation and fund accounting
- A desire and knack for working alongside highly engaged community volunteers
- Excellent public speaking skills and articulate written communication abilities
- Hiring, leading and delegating to staff as a cohesive and competent team of professionals
- Project management skills that demonstrate an ability to set and meet deadlines
- Graduate degree preferred but not required.