



# Community Foundation of North Florida

## Job Description for the Position of President and CEO

### SUMMARY OF RESPONSIBILITIES

The President is the chief staff leader and partner of the Board of Directors. The President sets the overall direction and tone of the organization consistent with the Foundation's mission and the Board's vision and guiding principles. The President provides internal and external leadership and serves as the Foundation's primary spokesperson. The President manages all aspects of the organization, oversees staff, board and key consultants to carry out the day-to-day work and acts as the Foundation's representative in the community.

### SPECIFICS OF RESPONSIBILITIES

#### Asset Development

Works with the board to establish and implement a plan for developing the Foundation.

Works with board, staff, current donors, prospective donors, professional advisors, families, corporations and non-profit organizations to manage donor relationships and secure current gifts to the Foundation.

Works with individual donors and professional advisors to secure planned gifts and bequests for the Foundation.

Builds relationships with, and confidence in, the professional advisor community (the primary referral source for the Foundation).

Nurtures relationships with all referral sources (professional advisors, past board members, current donors, etc.)

#### Board Development

Works with the board to become an efficient, effective, educated and engaged board.

#### Marketing and Public Relations

Works with the board to establish and implement a marketing plan that raises the awareness of the Foundation for professional advisors, potential donors and the community at large.

#### Initiatives and Grantmaking

Provides leadership on Foundation initiatives and oversees the Foundation's grantmaking

program.

### Investments

Works with the board, the Investment Committee and the investment consultant to establish an Investment Policy and oversee the investments of the Foundation.

### Finance

Develops and manages the Foundation's annual budget. Authorizes all expenses and checks.

Oversees the accounting functions, including quarterly financial status report to the board, fund reports, annual audit and tax reporting.

### Technical and Legal Knowledge

Develops and stays current in technical and legal knowledge of community foundations as well as of tax laws around charitable giving in general and charitable giving to community foundations specifically.

### Personnel

Hires, fires and supervises staff and consultants to carry out the work of the Foundation.

Periodically updates job descriptions and recommends updates to the personnel policies. Manages personnel with adherence to state and federal rules.

Oversees training and continued professional education of staff.

Conducts annual performance evaluations of staff and makes recommendations to the board regarding staff salaries and raises.