# Chief Executive Officer

## Solano Community Foundation | Fairfield, California

POSTED MAY 23, 2014

## Background

Solano Community Foundation is a tax-exempt 501(c)(3) nonprofit organization, established to serve the charitable needs of Solano County residents. We are an institution of the community and for the community.

## Job Summary

**Our current CEO is retiring, and we wish to fill that upcoming vacancy no later than October 1, 2014.** This is a full-time position of 35-40 hours per week, Monday through Friday, 8:30 am and 4:30 pm. On occasion, the CEO will attend SCF functions on weekends and in the evening.

**Duties – Summarized -**The CEO

* fosters a culture of philanthropy throughout Solano County
* connects donors to SCF’s mission and work
* plans, coordinates, and assures implementation of strategies to develop donors and contributions to support the organization
* develops long-term fundraising goals
* maintains accountability and adherence to compliance standards, specifically when communicating with donors and funding sources
* performs and oversees funder identification, fundraising activities, engages prospective donors, and creates compelling funding proposals.

## Reports To

**The CEO reports to the SCF Board of Directors**, and supervises the work of the Chief Operating Officer (COO). The COO supervises all program assistants. The CEO is also the point of contact for funding sources, local government entities, businesses, and professional advisors.

## Responsibilities

**Administrative**: Manage financial systems, including preparing budgets, ensuring accurate data, assessing financial status, and communicating financial status to stakeholders. Ensure the Foundation continues to meet the Standards of Excellence set forth by the Council of Foundations. Basic familiarity with human resource laws and policies. Identify, develop, and cultivate relationships with individuals, businesses, and corporate leaders in collaboration with the Board of Directors to further promote the work of the Foundation, and to significantly expand the base of support.

**Development Planning:** Establish and implement an annual development plan for the Foundation. Translate broad goals into achievable steps. Set and manage appropriate expectations. Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues. Plan and implement programs that set the direction and ensure the financial health and growth of the Foundation.

**Fundraising & Development**: Adhere to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector. Research potential donors, create budgets, and prepare funding requests. Create strategies and metrics of success for the following fund development areas:

* Direct electronic mail,
* Phone and internet solicitation,
* Corporate giving,
* Individual giving,
* Major planned gifts and bequests.

**Marketing & Visibility**: Establish and implement an annual marketing plan. Write major donor contribution acknowledgements, press releases, and articles for print, electronic, and social media regarding SCF events, funds, programs, and donors. Keep SCF website and fund web pages current with updated pictures and text. Help design brochures and flyers, and oversee the creation of printed materials for branding, consistency of message, and marketing audience. Organize and facilitate SCF special events including Board retreats, donor recognition dinners, and professional advisor meetings.

**Trends, Issues, & Policies**: Stays informed of developments in philanthropy, fund development and general nonprofit administration. Keeps the Board, COO, and staff f apprised of current trends, issues, problems, and solutions as they affect the Foundation and its mission. Recommends activities and procedures concerning fund development to inform policy development.

**Planning Assessment**: With the development committee chair, develop agendas for meetings so the committee can fulfill their responsibilities. Manage organization calendars and action plans for annual fundraising campaigns and prepare development updates for the Board and staff. Establish performance measures, monitor results, and assist staff, Board, and development committee evaluate the effectiveness of SCF s fund development plan.  Create an annual calendar to schedule and organize planning and assessment meetings and efforts.

## Qualifications

**Professional Skills and Experience**

1. A Master's degree (M.S. or M.A.) or equivalent prior training and certification are desirable. Minimum of 3-5 years of management experience in one or more non-profit organizations is preferred.
2. Demonstrated understanding of Generally Accepted Accounting Principles, IRS regulations for nonprofit organizations, and fundraising accounting.
3. Demonstrated experience and confidence in asking people to contribute time and money.
4. A competent fundraising technician and an excellent organizational development specialist. Able to perform administrative and fundraising procedures accurately, even with frequent distractions and multiple priorities.
5. Demonstrate ability in organizational development.
6. Proven ability to prioritize tasks, work in a small office environment where all staff members assume multiple responsibilities, and work as a team. Able to effectively work independently and handle multiple complex tasks.
7. Proven experience managing donor advised funds, endowment s, and planned gifts.
8. Experience with board education and development, strategic planning, meeting facilitation, presentations, and project coordination.
9. Understanding of successful fundraising strategies, programs, and procedures to support SCF s short-term and long-term financial needs. This includes marketing campaign support, list management, direct mail, use of written and verbal correspondence and publicity using a variety of media sources.
10. Demonstrated ability to conduct and close large gift solicitations and to quickly understand and articulate the needs and aspirations of the Foundation.

 **Personal Qualifications**

1. Willingness and commitment to support the mission, policies, and goals of the Solano Community Foundation.
2. Excellent use of the English language, both verbally and in writing, including strong editing skills. Must be able to produce relevant writing samples upon request.
3. Strong public speaker who conveys the needs and aspirations of the Foundation.
4. Excellent listening skills, a professional demeanor, and aptitude for donor engagement.
5. Proficient user of MS Office software, (Word, Excel, and PowerPoint).
6. Attention to detail and follow-through. Able to quickly learn and gain proficiency with new procedures and processes.
7. Able to meet multiple deadlines and motivate others to do so.

## Compensation

The pay rate for this full-time position ranges from $70,000 to $90,000, commensurate with qualifications and experience.

This position also offers a generous benefits package that includes paid time off (PTO) plus paid holidays, full group dental coverage, and  $350 toward group medical coverage.

## How to Apply

**Applications are available now and are due no later than July 3, 2014.**

The application package must include:

1. A cover letter describing your skills and qualifications for this position
2. A current resume
3. A completed SCF Job Application Form
4. Three professional and three personal references.

Call or email SCF’s Board Chair to request a Job Application Form: