

POSITION DESCRIPTION

Position Title: President/CEO
Reports to the Board of Directors

Date Created/Reviewed: March 2013/October 2018

Department: Administration

FSLA Status: Fulltime, Exempt

POSITION SUMMARY:

Accountable directly to the Board of Directors, the President/CEO is the leader of Community First Foundation (CFF) and works closely with CFF's senior leadership team to execute the foundation's strategic direction and accomplish defined goals and objectives. Principle responsibilities include broad leadership, overall organization management, strategic planning, and implementation of goals and objectives of the foundation. The President/CEO shall possess and exercise all authority and discretion concomitant with the position.

Essential Duties/Responsibilities:

Provide Strategic Leadership

- a) In partnership with the board and staff, develop and implement strategic direction for the foundation, ensuring the foundation continues to pursue innovative opportunities while maintaining its long-term sustainability.
- b) In conjunction with the board, develop the goals, objectives, and policies of the foundation.
- c) Serve as chief spokesperson for the foundation and forge strong relationships with the nonprofit, government and community leaders essential to the foundation's success.
- d) Create high visibility and brand for the foundation and engage the community in the mission and work of the foundation, including multi-dimensional aspects of philanthropy and community engagement.
- e) Demonstrate leadership of the foundation in community activities beyond the internal duties of this position.
- f) Serve as a voting member of the board of directors and all committees except the Audit and Compliance Committee. Cultivate a strong partnership with the board of directors in setting the strategic direction of the foundation and facilitate the board in its governance role.

Provide Operations Leadership

- a) Provide leadership and make executive decisions regarding function of the foundation.

Provide Operations Leadership (continued)

- b) Direct policy development, planning, compliance, and risk management for the foundation; promote and adhere to all foundation policies and practices.
- c) Oversee the effective and efficient operation of all foundation functions including effective use of financial, human, and capital resources.
- d) Lead the senior management team in accomplishing the foundation's mission, goals and commitment to community.
- e) Ensure continued enhancement of culture that values and promotes equity, diversity and inclusion.
- f) Conduct duties in good faith and in the interest of the foundation
- g) Keep confidential all foundation information, trade secrets, proprietary rights, and copyrights.
- h) Stay apprised of legal and regulatory environment to ensure foundation compliance.
- i) Understand modern workplace practices and look for appropriate ways to incorporate them into the foundation's approaches.

Provide Program & Investment Leadership

- a) Oversee the utilization of Community First Foundation assets to maximize community impact.
- b) Ensure grant-making process aligns with core objectives, strategic priorities, and accepted best practices; maintain active connections with other philanthropic organizations regionally and nationally.
- c) In conjunction with the board, monitor performance of investment advisors, ensure effective investment reporting, and make recommendations for changes as appropriate.

Provide Revenue Generation Leadership

- a) Identify additional sources of revenue to support long-term financial sustainability of the foundation.
- b) Build and maintain strong relationships with donors and potential donors.
- c) Participate actively in donor solicitation and stewardship.

Job Qualifications:

Leadership, Management & Communication Skills

- Embraces the foundation's values of integrity, service, innovation, and stewardship and inspires others to do the same.
- Minimum of eight years in upper level administrative management capacities in the nonprofit, public, or corporate sector with experience in directing effective growth and managing change.
- Excellent oral and written communication skills.
- Excellent management, team-building, and collaborative skills.
- Proven strategic and entrepreneurial orientation and results.
- Proven revenue generation and finance skills and experience.

Leadership, Management & Communication Skills (continued)

- Demonstrates sound business judgment and strong financial and investment acumen.
- Understands and values equity as an organizational operating principle and is committed to continued learning on issues related to equity, diversity, and inclusion.
- Proven ability to manage public, government and community relations.
- Demonstrates consistently high degree of ethics and integrity and thus can take full responsibility as an agent of the foundation.

General Qualities:

Relationship Development Skills

- Inspires the trust of the board of directors, staff and the community
- Has experience in working with a volunteer governing board and supporting their development
- Demonstrates deep, effective relationship building and public relations skills
- Works well in a team environment and is committed to shared success
- Empowers team members to deliver agreed results and meet goals
- Works well with people of diverse backgrounds and experiences
- Demonstrates effective counseling, diplomacy, and conflict resolution skills
- Demonstrates a genuine caring for the marginalized in the community and knows how best to hear those voices

Professional Attributes

- Takes personal responsibility for results
- Strong critical thinking and problem-solving skills
- Self-motivated, entrepreneurial
- Desires continuous quality improvement, willing to take calculated risks
- Flexible and adaptable in all aspects of work related actions
- Creative, exercises good judgment
- Ability to thrive in a challenging environment
- Disciplined but flexible

Other

- Graduate degree in nonprofit administration, business administration, or a closely related field, or equivalent work experience preferred.
- Willingness to live in and be an active participant in the Metro Denver community.

Community First Foundation supports the principles of equal opportunity and provides employment and services without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.