



An Equal Opportunity Employer

Job Announcement

President/Chief Executive Officer

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

Status: Exempt/Salary
Employment Status: Full Time

TO APPLY: Send a cover letter and resume by e-mail to: apply@whitefishcommunityfoundation.org

Application materials will be accepted only via e-mail. **Open through October 31, 2022 (or until the position is filled)**

Salary Range: \$150,000 to \$175,000 and generous benefits package

BACKGROUND

Whitefish Community Foundation was established in 2000 to serve the needs of the greater Whitefish area. Whitefish Community Foundation is dedicated to fostering philanthropy, building endowments, and helping donors and nonprofits benefit the Flathead Valley. The Foundation has grown significantly over the past decade with assets under management increasing to over \$56 million. This asset base has allowed the Foundation to provide strategic funding through several grant programs and scholarship programs, awarding over \$10 million annually. The Great Fish Community Challenge, started in 2015 has grown to be a significant fundraising platform, raising over 17 million to date for local nonprofits. The Foundation's Circle of Giving program provides the necessary funding for all of the Foundation's grant programs.

SUMMARY OF POSITION

The Chief Executive Officer (CEO) provides leadership and direction in fulfilling and advancing the mission of the Whitefish Community Foundation. The CEO is responsible for leading the Foundation in the 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.
- Oversees all fund development and fund-raising activities including cultivation and stewardship of donors in the Circle of Giving, Legacy Programs, event planning, grant writing, and identifying new sources of donors.

Fiscal Management

- Ensures the Foundation is meeting budget and is able to 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 in accordance with the guidelines and investment policy.
- Ensures the Financial Policy is up-to-date and enforced.

Grants and Philanthropic Leadership Program Management

- Oversees the Foundation's philanthropic leadership efforts and all grant-making activities including the Great Fish Community Challenge, Community Grant Program, Major Grants, and the Kids Fund Initiative.

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 Executive Committee and Board leadership to implement Board decisions.

Human Resource Management

- Ensures the Foundation has the necessary resources to achieve its goals and its mission.
- Manages the Foundation's staffing needs including hiring, termination, and ongoing staff development and providing verbal and/or written evaluations of staff. Informs the Board of Directors regarding staffing issues as appropriate.
- Ensures that employee manual is 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, and provides education and assistance to residents and others in understanding the Foundation's interests, mission, and concerns. Oversees the communications and outreach messaging and implements 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 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 maintain the Foundation's accreditation with National Standards for Community Foundations.
 - In conjunction with the Nom/Gov Committee: 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.
 - Oversees the maintenance of the Foundation's office building. Ensures the office is keeping up with the appropriate communication systems, 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.
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EDUCATION

- Bachelor's degree is required and a minimum of 5 to 7 continuous years of senior-level management and fundraising experience, preferably in nonprofit organizations
- Graduate degree preferred but not required

KNOWLEDGE AND SKILLS

- A demonstrated knowledge of and passion for the work of public charities and community philanthropy
- Demonstrated leadership and success in fundraising through the cultivation of donors
- Ability to serve 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 good understanding of and experience with operating fund accounting software preferred.
- Strong analytic, writing, and oral presentation skills, and creative problem solving
- Experience 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
- Ability to maintain strict confidentiality

RESIDENCE

- Required to live in Flathead County, Montana. Required to work in Whitefish office.