

The Community Foundation of the Valleys

Executive Director Job Description

The Community Foundation of the Valleys (www.valleygiving.org) whose mission is to inspire, encourage, and facilitate charitable giving for lasting impact on those who live the San Fernando and Santa Clarita Valley seeks to hire a part-time Executive Director (20 hours/week) to lead the organization into its next phase of growth. Although incorporated in 2003, the Foundation's current Board of Directors considers the organization in a start-up mode. The Executive Director position begins as a contract position and is fully expected to grow into a full-time position as program objectives are met.

About the Community Foundation of the Valleys

Formed by a group of prominent community leaders, the Community Foundation of the Valley was envisioned as an organization that would solicit funding to be invested and then given back through grants to San Fernando Valley nonprofits. Previous research found that out of eight service planning areas in Los Angeles County, the San Fernando and Santa Clarita Valleys have the highest net worth, greatest upcoming transfer of wealth, largest population (2.2+ million) and most poverty—yet give the least. More importantly, the region does not support local nonprofit need. CFV seeks to change this.

As a result of the report findings, the CFV developed the *Give Local* campaign to encourage residents and businesses in the San Fernando and Santa Clarita Valleys to support the over 4000 nonprofit agencies in the Valley communities. Most recently, the CFV convened the nonprofit, government, educational, and business sectors around the shared challenges of homelessness and housing. The incumbent will be expected to build on the momentum of the conference to enhance the reach of the Foundation.

About the Position

The Executive Director is joining at a critical time of growth and will work in collaboration with the Foundation Board of Directors prioritizing three key areas:

1. **Resource Development** to increase local giving
2. **Refining the CFV brand and raising the visibility of the Foundation** so that the Foundation becomes the source of expertise on the nonprofit sector and philanthropy in the San Fernando and Santa Clarita Valleys.
3. **Strengthening Foundation infrastructure** with an emphasis on building a robust and impactful board of directors.

It is assumed that the ED will focus primarily on fund raising and brand visibility during the first year and will provide support as needed to the Board in its efforts to recruit impactful board

members. Once these first three areas are established, likely during the second year when hours are increased to full-time, the Executive Director will oversee developing programs to support nonprofits in the region. It is envisioned that programs will address priority funding categories of homelessness, education, health/mental health, and disaster relief; workshops for nonprofits to increase their own fundraising capacity; supporting nonprofit executive leadership and connection; and building partnerships with area businesses. The Executive Director is also expected to meet with and monitor the region's nonprofits and build programs that respond to community needs.

The Executive Director position requires an entrepreneurial, strategic and solution-minded individual who can embrace challenges and provide guidance on how to move the organization forward.

The Executive Director will work independently but should consider the Board of Directors a partner in achieving the above priorities. Though the Board of Directors has completed a strategic envisioning process, the Executive Director will revisit strategies regularly and suggest alternative options that allow the CFV to achieve its mission and goals.

Primary Responsibilities

We are seeking a self-driven and highly competent Executive Director whose key responsibility during the first year will be to spearhead revenue growth through donor education programs; growing donor advised funds; developing strong relations with foundations, corporations and other institutional funding sources; and other yet-to-be-discussed new revenue sources.

In addition, the Executive Director will:

1. Collaborate with the Board of Directors to implement and monitor strategic plan and modify plan as needed to actualize Foundation objectives.
2. Oversee communications focusing on enhancing outreach and engage donors and potential donors through social media, newsletter and the website. Continue to oversee marketing campaign to encourage local residents to "Give Local". Recruit and supervise communications interns.
3. Work with Board of Directors to identify, recruit and train new board members.
4. Work with Board Treasurer to create annual budget and manage financial resources to ensure CVF's financial stability.
5. Represent the organization in the community by attending and participating in community activities that further the mission, goals and objectives of the Foundation.

Starting in the second year, the Executive Director responsibilities will expand to include:

6. Supervise overall planning, organization, governance, program creation and management structure.

7. Identify, recruit, hire and train staff that can ensure program and operational systems are in place to achieve key priority areas.
8. Develop programs that support the development and health of the area's nonprofit sector.
9. Oversee convenings that bring together business, nonprofit, faith-based and civic leaders around common interests and concerns.

Required Experience and Qualifications

1. Seven to ten years of experience in professional fundraising, specifically in the areas of major gifts, donor advised funds, planned giving. CFRE certification highly preferred.
2. Minimum three years serving in a leadership role in a community-based organization.
3. Entrepreneurial spirit. Organizational start-up experience highly preferred.
4. Demonstrated project management and problem-solving skills.
5. Ability to manage donor advised fund program through internal and external resources.
6. Experience working with nonprofit board of directors.
7. Strong understanding of public relations and how various communications platforms are engaged to achieve program objectives.
8. Superior written and verbal communication skills.
9. Exceptional interpersonal skills to develop cooperative and supportive working relationships with co-workers, board members, business leaders, nonprofit staff, community members, government officials, et al.
10. Demonstrated skill working with diverse populations and employing cultural humility and working with persons of various backgrounds.
11. Bachelor's degree from a four-year college degree required. Master's degree in relevant field preferred.

The Board of Directors believes that the Foundation's overall effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance and staffing. Therefore, the Board is committed to being a catalyst in promoting diversity, equity and inclusion across the many communities we serve and encourages applications from individuals reflecting the rich diversity of the region.

Compensation

This position will begin as a part-time position that is expected to grow into a full-time position as program objectives are met. During the initial period, compensation will be at appropriate hourly contract rate, assuming 20 hour per week. After one year, position would be full time and compensation could materially increase based on fund raising results.

How to Apply

Individuals interested in joining the CFV at this critical stage of growth should prepare a single pdf that includes:

- a cover letter summarizing skills and experience relevant to the Foundation's needs
- a resume
- list of three references
- a writing sample that demonstrates previous marketing or program development experience (e.g., newsletter, press release, brochure, an appeal letter, etc.)

Materials should be addressed to "The CFV Executive Director Search Committee" and sent via email to: info@valleygiving.org. Applications submitted by May 1, 2022, 11:59 pm will be given full consideration. Please no phone calls.