**Job Title**: President

**Reports To**: Board of Directors

**Work Type:** Full Time, Exempt

**Work Mode:** Hybrid

**Office Location:** Ridley Park, PA

**Benefits:** Medical, Vision, Dental, HSA, Retirement Plan with Employer Matching, and Life Insurance

**Organizational Summary**: The Community’s Foundation (TCF) connects volunteers and donors to support grants, programs, and scholarships that change lives in Delco. You can learn more about TCF’s work, at: [www.TCFhelps.org](http://www.TCFhelps.org).

**Job Summary**: The President holds responsibility for 1) Fundraising 2) Strategy 3) Operations Oversight 4) Financial Oversight and 5) Board Communication.

**Duties**:

* Fundraising
	+ Responsible for fundraising to support TCF’s mission
* Strategy
	+ Responsible for executing upon strategic goals, as determined by TCF’s Board of Directors
	+ Responsible for enhancement of TCF’s reputation by being an active and visible spokesperson for the foundation
	+ Responsible for identifying and acting upon opportunities to expand TCF’s impact
* Board Communication
	+ Responsible for accurately communicating all information necessary for the Board of Directors to make informed decisions
	+ Non-Voting participation in all Board discussions, with the exception of those related to President’s employment and compensation
* Operational Oversight
	+ Responsible for efficient and effective administration of TCF operations, in compliance with applicable laws governing public charities and organizational policies/plans
	+ Responsible for hiring, training, overseeing, and retaining competent staff
* Financial Oversight
	+ Responsible for fiscal management, including operating within the approved budget and maintaining the organization’s overall financial position
* Ensuring complete and accurate record-keeping
* Other duties, as assigned by Board of Directors

**Required Skills and Preferred Background**:

* Skills
	+ Ability to effectively communicate TCF’s mission & strategic goals
	+ Ability to formulate & execute long-range plans
	+ Ability to analyze and respond to complex and/or urgent situations
	+ Ability to supervise & motivate staff
	+ Excellent organizational, time management, and communication skills
	+ Ability to utilize: Microsoft Office, Online Forms Software, Grants Management Software, and Donor Software
* Required Characteristics
	+ Flexible
	+ Detail-Oriented
	+ Collaborative
	+ Discreet, able to handle confidential issues in a professional manner
	+ Deep commitment to TCF’s mission
* Preferred Background
* Advanced degree, plus at least 5 years of leadership experience

The Community’s Foundation is an Equal Opportunity Employer.