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| **Job title** | **President and CEO** |
| **Reports to** | **Board Chairperson**  |
| **Non-Exempt** | *Bridge Builders Community Foundations, Inc., is committed to the full inclusion of all qualified individuals. Reasonable accommodations may be made to individuals with disabilities to perform essential job functions.* |

**Job Purpose**

The President and CEO will ensure that the mission and goals of the Foundation are accomplished in a professional, efficient, and timely manner. The President and CEO’s duties are the planning, management, supervision, and execution of current and long-term management of operations, fiscal control and the growth of the Bridge Builders Community Foundations and affiliate Foundations.

**Primary Duties and Responsibilities**

* All associates have a personal responsibility and accountability to ensure their day-to-day activities adhere to Community Foundations policies and procedures.
* The President and CEO will have the power to employ and dismiss other paid staff.
* Prescribe the duties and supervise staff responsible for the day-to-day operations of the Foundation.
* Work with Boards and Committees to chart the long-range plans for the Foundation.
* Advise the Boards of Foundations and Bridge Builders Community Foundations Board of Directors at regular and special meetings regarding the business of the Foundation.
* Work closely with potential donor attorneys, accountants, and bank trust officers to create new funds.
* Prepare the budget with advice and approval of the Treasurer and Finance Investment Committee.
* Oversees grant making and scholarship activities.
* Take an active and key role in implementing and monitoring the outcomes of the strategic plan.
* Cultivate a strong and transparent working relationship with the Foundation donors, board of directors and community leaders.
* Partner collaboratively to build a diverse and inclusive Foundation board that represents the expanding community.
* Manage, motivate, and provide oversight, inspiration, and guidance for staff.
* Oversee the development of best practice in foundation infrastructure including systems, policies, and procedures to ensure effectiveness and accountability across the Foundation.
* Set goal, objective and plans to implement strategies for cultivation and solicitation that will lead to gifts.
* Implement plans to engage in more effective grant making methods.
* Develop staff to enable them to reach their full potential
* Develop succession plans for each associate
* Coordinate and manage special projects as assigned.

**Qualifications**

* Bachelor’s degree in philanthropic studies, nonprofit management, finance, fund raising or business administration with a major in finance.
* Demonstrated ability to guide organizations through full cycles of capital and grant awards.
* Provide a philanthropic vision that inspires donors, volunteers, and the community at large.
* Deep commitment to shared leadership and to a collaborative and transparent approach in the management of the organization.
* Successful track record of managing complex projects and processes, including mobilizing diverse groups of internal and external stakeholders around a common set of objectives and the strategic plan.
* Excellent verbal and written communications.
* Commitment to values of integrity, trust, planning, excellent service and organizational health and development.
* Ability to articulate mission, program objectives and resources needs persuasively to potential donors.
* Demonstrated experience managing staff and multiple responsibilities and projects with a collegial, team building approach.
* Trust or non-profit experience helpful.
* A sense of urgency to respond to business needs and correspondence.

**Working conditions (if applicable)**

* Sitting or standing for extended periods of time.
* Ability to protect confidential information and the integrity of the company.
* Office environment.

**Physical requirements (if applicable)**

* This job requires sitting or standing for long periods of time to work on a computer. Ability to use a computer and reach within hands/arms’ length.
* Ability to stoop, kneel, crouch, and lift or move up to twenty pounds on occasion.
* Ability to see details of objects that are less than a few feet away with or without correction to read computer screens and printed documents.

**Direct reports**

* Development Manager
* Finance and Operations Director

**Essential Job Functions**

* Attendance at work.
* Manage the Foundation within the Articles of Incorporation, by-laws, operating protocol, policies, resolutions, fund agreements, guidelines and procedures adopted.
* Strong communication skills both verbal and written.
* Motivate and manage staff.
* Collaborate with donors, grant recipients, board of directors and community leaders.

**Specific Duties List**

***Board & Affiliate Management:***

* Provide guidance and support for the Bridge Builders Community Foundation Board of Directors.
* Manage board development of the committees of Bridge Builders Community Foundations

***Fiduciary Requirements:***

* Ensure that the IRS 990 is completed in a correct and timely manner in conjunction with CPA Firm
* Assist the CPA submit the Pennsylvania Bureau of Charitable Organizations application.
* Complete the Pennsylvania, Tax Exempt Application on a timely basis.

***Donor Management:***

* Assist Donors in the planning/and contribution of testamentary and major gifts.
* Thanking donors appropriately for tax purposes and to demonstrate the Foundation’s gratitude.

***Scholarship & Grant Administration:***

* Ensure that grants and scholarships are completed in a timely and professional manner.

***Internal Controls:***

* Establish and maintain Foundation policies and procedures.

***Fiscal Management:***

* Ensure that the Community Foundations fiscal operations are completed in a timely and professional manner.
* Ensure that the audit and 990 are completed and submitted to all relevant parties in a timely manner.

***Invested and Endowed Asset Management:***

* In conjunction with th4e Finance Committee, confirm and monitor periodically that the Community Foundations’ invested assets are invested within the Community Foundations’ Investment Policy Statement
* Meet with Investment managers to monitor investment accounts and their performance compared to internal benchmarks.

***Other:***

* All other duties as assigned by the Foundation Board of Directors

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| **Employee Signature:** |  |
| **Approved By:** |  |
| **Date Reviewed:** |  |