**Position Description**

**President**

**General:**

Under the bylaws of Berks County Community Foundation, the President serves as the chief executive officer of the corporation and is charged with the general supervision of the business and operations of the Foundation, subject to the control of the Board of Directors. The President serves as a member of the Board and all of its committees.

The position requires a bachelor’s degree in a relevant field and a minimum of seven years experience in general management, finance or fund development. Experience in working with a Board of Directors required.

**Responsibilities:**

General Management

* Develop, present and manage the implementation of strategic plans to advance the Foundation’s interests
* Assure the continuity of top level volunteer direction for the Foundation through the cultivation, recruitment and motivation of community leaders
* Establish organizational plans, policies and procedures for the organization
* Employ and supervise staff
* Oversee a continuous process of staff development
* Advise Board of Directors regarding strategic and management issues facing the Community Foundation
* Develop and maintain ties with national organizations in the field of philanthropy

# Asset Development

* Maintain a high level of community involvement to develop a network of donor prospects and relationships with local financial advisors
* Manage prospect relationships, including identification, cultivation and solicitation of top level prospects
* Develop giving opportunities to encourage a large base of donors and provide a wide range of ways to address community issues
* Develop and oversee a comprehensive program of donor acknowledgement and recognition
* Where appropriate, cultivate and motivate volunteers in support of the Foundation's asset development efforts

## President

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# Grantmaking and Program Management

* Develop an understanding of community issues and seek opportunities for the Community Foundation to fulfill its mission through grantmaking and program management
* Build and maintain ties with a variety of constituencies throughout the community who will help the Foundation in its endeavors
* Represent the Community Foundation among other grantmakers in planning community wide initiatives
* Serve as a spokesman to advance the cause of private philanthropy in the community

#### Reporting and Support Relationships:

The President is elected by the Board of Directors and serves at the pleasure of the Board. As noted above, the President is a member *ex officio* (with vote) of the Board and all its committees (except for the Finance Committee when it sits as the Audit Committee) and is responsible for the support of those bodies.