



## **PRESIDENT/CEO | POSITION DESCRIPTION**

The Community Foundation of Burke County is seeking an experienced leader to partner with the Board, staff, and community. As President/CEO, he/she will help in building the long-term philanthropic support necessary to create a thriving and sustainable community in and around Burke County, North Carolina.

### **SUMMARY OF POSITION**

The Board of Directors of the [Community Foundation of Burke County](#) (CFBC) is seeking an experienced executive to lead its financially stable and well-respected organization into a period of expanded growth and influence. The ideal candidate has served in a senior position, preferably with a community foundation, private foundation and/or other entity that works in partnership for positive transformational impact. He/she is comfortable being the “face” of a highly visible organization that has consistently built trusting relationships with donors, community members and other key constituents. The exemplary candidate has strong financial management skills and a passion to engage in all aspects of the organization.

The responsibilities of the President/CEO include all organizational aspects of the Foundation (i.e., financial management and oversight, donor development, grantmaking, human resource management, project and community leadership efforts, marketing and public relations, organizational and strategic planning, nonprofit capacity building, etc.).

### **BACKGROUND**

The Community Foundation of Burke County was established in 1998. The Foundation exists to encourage, develop, and participate in philanthropy by providing flexible giving opportunities, professional support and responsible stewardship for the benefit of donors, and by supporting the charitable agencies that are key to building a thriving and sustainable community.

The Foundation was created to administer funds to assist those in need, improve living conditions and further education. Also, the Foundation supports other charitable and publicly beneficial activities in the community centered in and around Burke County, North Carolina, and those beyond the boundaries of the county.

The Foundation has grown significantly since its inception, with assets under management of approximately \$40 million dollars and more than 140 endowed funds. When individual, business, and organizational funds are entrusted to CFBC, donors are connected to the needs of the community and its surrounding areas. Since its founding, in excess of \$15 million dollars in grants and scholarships have been awarded and more than \$1.1 million in 2022 alone.

Based in Morganton, North Carolina, the Foundation has a staff of three and is governed by 15 board directors with representation from across Burke County.

## THE BURKE COUNTY REGION

Burke County is nestled in the foothills of the Blue Ridge Mountains. Burke's scenic landscape, which includes Lake James with 150 miles of shoreline, Table Rock Mountain, Hawksbill Mountain, and the Catawba River, provides unlimited recreational opportunities. Whether one's style is relaxed or sophisticated, the perfect balance is found in Burke County. One can sip locally brewed, award-winning craft beverages or dance in the streets at one of the summer concerts. Touring Broadway shows and performing artists are on stage at the City of Morganton Municipal Auditorium (CoMMA). Additionally, exceptional community theatre productions are performed at the Old Rock School and the Cranford Amphitheatre in Valdese.

Morganton is the largest small town in the county, with a population of 17,000, and Charlotte and Asheville are within an hour's drive. Burke County has one of the top ranked public school systems in the state, along with the nationally-recognized Western Piedmont Community College, and the premier high school in the nation: The North Carolina School of Science and Mathematics. With a cost-of-living rating and average home prices well below state and national averages, it's not surprising that Burke County and the Catawba Valley region is regularly designated as one of the most beautiful and affordable places to live.

## MAJOR RESPONSIBILITIES OF THE PRESIDENT/CEO

### Board Relations and Organizational and Strategic Planning

- Works collaboratively with the Board of Directors and key stakeholders to develop and implement the Foundation's strategic plan.
- Partners with the Board and Committees of the Board to facilitate recommendations and implement Board directives.
- Collaborates with the Board Chair to develop monthly meeting agendas and goals; prepares and distributes materials to the Board and committees.
- Serves as ex officio member of all Board committees.
- Assists Board leadership in supporting ongoing Board education and development.
- Assists the Nominating Committee to identify potential Board members.

### Fund Development and Donor Relations

- Ensures long-term stability of the Foundation by cultivating relationships with key donors, fund holders, businesses, and other key community constituents.
- Identifies and cultivates new sources of donors, in conjunction with the Board of Directors.
- Develops an understandable Asset Development Plan that supports the Foundation's strategic plan and ensures the organization's long-term stability.

### Grantmaking and Scholarship Administration

- Develops a broad understanding of the needs of the community and builds relationships with key nonprofit agencies throughout the county.
- Identifies opportunities for collaborative grantmaking to address community needs.

- Oversees all grantmaking activities, including grants from the Foundation's unrestricted fund, Burke Women's Fund, and the Burke Youth Organized Philanthropists' grant cycles, in conjunction with the Grants Committee.
- Manages the administration of grant cycles for the Rostan Family Foundation and the J. Alex and Vivian G. Mull Foundation Charitable Fund.
- Supervises the Foundation's annual scholarship application and award process in conjunction with the Scholarship Committee.
- Works with school leadership to advertise scholarships and has a presence in the schools from December to March.

## **Finance, Operations and Organizational Management**

- Oversees preparation and management of the annual budget and annual audit in conjunction with the Finance Director, Treasurer and Finance Committee.
- Supervises management of the Foundation's assets in partnerships with the Investment Committee and the Investment Consultant.
- Manages financial performance and reports monthly to the Board of Directors in collaboration with the Finance Director, Treasurer and Finance Committee.
- Ensures the Foundation has the necessary staff and resources to meet its operational and strategic goals; manages the Foundation's personnel including hiring, staff retention and development, and performance evaluations.
- Governs the Burke Women's Fund and Burke Youth Organized Philanthropists, who operate under the auspices of the Foundation.
- Heads the administrative components of the Foundation, including grants, contracts, outside consultants, legal counsel and regulatory bodies.
- Maintains the Foundation's certification with National Standards for U.S. Community Foundations.
- Designs and implements all operational policies approved by the Board of Directors.
- Seeks knowledge of best practices in the field of philanthropy by attending seminars and professional development opportunities, as approved by the Board of Directors.

## **Community Relations**

- Represents and promotes the Foundation through active participation in community forums, civic organizations and general activities that align with the Foundation's mission.
- Serves as the Foundation's representative in the public and educates donors, nonprofits and residents regarding the Foundation's interests and mission.
- Serves as the Foundation's primary point of contact and spokesperson for media and the public.

## **KEY EXPERIENCE, QUALIFICATIONS AND ATTRIBUTES**

- Experience in a senior leadership position, ideally within a community foundation, private foundation and/or other organization that has worked collaboratively within a community.
- Five to seven years of management experience with bottom line P&L responsibility and a demonstrated record of positive, transformational strategic leadership.
- Adeptness in writing and public speaking, including the ability to communicate the Foundation's compelling vision to staff, Board, donors, fund holders, key partners, and the public.
- Knowledge of financial management and oversight, ideally including fund accounting.
- Competence in organizational skills, attention to detail and willingness to engage in all aspects of the Foundation's work.
- Efficiency in project management skills that provide evidence of the ability to set and meet deadlines; experience in measuring organizational performance.
- Skillfulness in the understanding and respect of collaboration's role in building civic engagement.
- Expertise in the work of public charities and community philanthropy.
- Achievement of a Bachelor's degree or equivalent experience required.
- Commitment to reside in Burke County, N.C.

## **SALARY, BENEFITS AND WORK ENVIRONMENT**

This position offers a salary of \$130,000 to \$150,000 annually, based on experience. The Foundation provides a retirement contribution, a generous stipend for medical/dental/vision insurance, and ample vacation and holidays. The incoming President/CEO will be expected to live in Burke County and work primarily from the Foundation's offices in Morganton, North Carolina.

## **APPLICATION INSTRUCTIONS**

For immediate consideration, email a resume and cover letter to [cfbcapplication@gmail.com](mailto:cfbcapplication@gmail.com). Application materials will be accepted by email only; interested candidates must submit an application in order to be considered. The position will remain open through August 9, 2023, or until filled. Questions about the position can be directed to [cfbcapplication@gmail.com](mailto:cfbcapplication@gmail.com).

The Community Foundation of Burke County is an equal opportunity employer. Employment is decided based on qualifications, merit and the needs of the Foundation.