



Executive Director Broomfield Community Foundation

The Broomfield Community Foundation Board of Directors is seeking applications from talented dynamic leaders for consideration for appointment as our next Executive Director.

The Broomfield Community Foundation is a not-for-profit organization that is a leading partner, resource and voice of philanthropy, connecting the generosity of Broomfield with our knowledge, expertise, relationships and resources to amplify the power of many to create greater impact for all. The Foundation awards grants in 5 categories: civic, human service, arts and humanities, seniors and educational projects and they must specifically benefit Broomfield residents. In 2016, the Foundation distributed \$281,979 to 64 nonprofit programs that positively impact Broomfield residents and awarded a variety of scholarships.

The Executive Director is a hands-on working leader and reports directly to the Board of Directors. The position is responsible for working with the board to carry out all aspects of the Broomfield Community Foundation's mission and to develop and implement, with local partners, a vision for the future of Broomfield. Specific responsibilities include strategic leadership and planning, resource development, program development, board relations and organization governance, operations management, external relations, fiscal management, and event planning and execution. The salary, leave and benefits package is competitive and will be established commensurate with experience.

This position requires, at a minimum, demonstrated organizational leadership, management and fundraising success, including board development, donor development, problem solving and strategic planning. The ideal candidate will already have strong relationships throughout many facets of Broomfield and proven commitment to this community's success. Other desirable attributes include a bachelor's or master's degree in business administration, public administration, nonprofit management or a related field and professional credentials such as the Certified Fund Raising Executive.

To apply, please send a current resume and a cover letter to jobs@broomfieldfoundation.org. Applications will be accepted until finalists are identified and priority will be given to those received prior to June 15, 2017. We expect to extend an offer of employment by August 1. For additional information, including the complete job description, please go to www.broomfieldfoundation.org.