

Broomfield Community Foundation

Executive Director

Job Description

The Executive Director of this county-wide community foundation reports to the Board of Directors and 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.

Broomfield Community Foundation Mission Statement: We exist to inspire, connect, impact and strengthen Broomfield through the power of philanthropy.

Essential Job Functions and Responsibilities

Strategic Leadership and Planning: Works with the Board and staff to develop and implement an ongoing planning process, sets the strategic direction of the Broomfield Community Foundation and responds to changes in the marketplace, identifies and monitors new opportunities for growth and development and provides leadership in growing philanthropy in Broomfield County. Develops and implements goals, objectives and action plans.

Resource Development: With support from the Board and staff, responsible for engaging and stewarding existing donors, identifying, cultivating and soliciting prospective donors and providing high quality donor services including delivery of accurate, timely donor fund statements, grantmaking services and education opportunities. Responsible for raising funds to support the operations of the Broomfield Community Foundation.

Program Development: Responsible for working with the Board of Directors and staff to explore, identify and evaluate charitable needs in Broomfield County, shape grantmaking priorities and policies and develop specific program initiatives to assure that the Broomfield Community Foundation plays a vital role in improving the quality of life in Broomfield County.

Board Relations/Organization Governance: Works closely with the Board to help members be fully informed about all aspects of the status and development of the Broomfield Community Foundation. Meets with the committees to fulfill committee responsibilities and takes recommendations to the Board. Works with the Board to implement all policies of the Foundation.

Operations Management: Supervises and supports Broomfield Community Foundation staff with day to day responsibilities for the operations of the finance and administration, program and development functions of the Foundation.

External Relations/County-wide Leadership: Oversees the external functions of the Broomfield Community Foundation including increasing charitable giving, strategic partnerships and local and regional relationships. Serves as spokesperson to communicate the Foundation's message to various constituencies. Oversees the development of Foundation communications. Participates in collaborative community building efforts, including chairing the Broomfield Community Services Network.

Fiscal Management: Administers the fiscal policies and procedures as developed by the Board. Meets quarterly with the finance committee and investment professionals. Provides monthly finance reports to the finance committee and Board. Works with the finance committee and the executive committee to prepare the annual budget.

Event Administration and Planning: Works with the Board, staff and events committee to plan and implement all events held by the Foundation.

Required Competencies

Exemplary interpersonal skills, including accessibility and trustworthiness with diverse stakeholders

Ability to communicate accurately, clearly and affectively orally and in writing

Ability and willingness to commit to the mission and direction of the Foundation, without conflicts of interest or commitment

Knowledge of the principals, practices and challenges of nonprofit management

Ability to build teams and engage others

Sound judgment and decision making skills

Ability to meet a demanding work schedule

Ability to quickly develop knowledge of the City and County of Broomfield

Fundraising skill, specifically with major individual gift solicitations

Organizational and political savvy to seize opportunities as they arise

Ability to manage others

Budget and finance administration skills

Excellent public speaking skills

Necessary Qualifications

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 the 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.

Compensation

The salary, leave and benefits package is competitive and will be established commensurate with experience. The full-time salary is budgeted at \$75,000 (9/1/2017).