**YOLO COMMUNITY FOUNDATION**

**EXECUTIVE DIRECTOR POSITION DESCRIPTION**

Organization Overview

Founded in 2001, Yolo Community Foundation (YCF) matches the philanthropic interests of donors with the needs and opportunities of Yolo County. The Foundation is a nonprofit organization governed by a seven-member board of directors, with a half-time executive director and part-time administrative support position, being added in 2019, handling day-to-day operations. The Foundation is an affiliate of the Sacramento Region Community Foundation (SRCF). SRCF provides a number of support services for YCF, including investment management, donor stewardship, and scholarship and grant selection software and staffing. YCF is responsible for fifty-five funds totaling 4.3 million dollars, including the Yolo Youth Service Award scholarship fund and the Buck Education Fund.

Position Summary

As chief executive officer, the Executive Director (ED) of Yolo Community Foundation (YCF) operates under the general direction of the Board of Directors (BOD), within the policies established by the Articles of Incorporation, resolutions, bylaws and as consistent with applicable Federal, state and local laws. The ED provides information and makes recommendations concerning program areas to the BOD, which has the responsibility of charting the long-range course of action for YCF. The ED is responsible for the administration and program implementation of YCF. Other key duties include fundraising, marketing and community outreach. The position reports directly to the BOD.

General Responsibilities

1. Board Governance – Works with the board in order to fulfill the mission of YCF.
   1. Responsible for leading YCF in a manner that supports and guides the organization’s mission as defined by the BOD.
   2. Responsible for communicating effectively with the BOD and providing, in a timely and accurate manner, all information necessary for the BOD to function properly and make informed decisions.
2. Financial Performance and Viability – Develops resources sufficient to ensure the financial health of YCF.
   1. Responsible for the fiscal integrity of YCF, to include submission to the BOD in coordination with the Treasurer of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of YCF.
   2. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
   3. Responsible for fundraising and developing resources to support YCF’s mission.
3. Organization Mission and Strategy – Works with the BOD to ensure that the mission is fulfilled through programs, strategic planning and community outreach
   1. Responsible for the planning, executing and evaluating all of YCF’s programs that carry out the organization’s mission.
   2. Responsible for strategic planning to ensure that YCF can successfully fulfill its mission into the future.
   3. Responsible for the enhancement of YCF’s image by being active and visible in the community and working closely with other professional, civic and private organizations.
4. Organization Operations – Oversees and implements appropriate resources to ensure that the operations of YCF are appropriate.
   1. Responsible for the effective administration of YCF operations.
   2. Responsible for hiring, managing and evaluating staff.
   3. Responsible for signing all notes, agreements and other instruments made and entered into on behalf of the organization.

Qualifications

A bachelor’s degree

Transparent and high integrity leadership

Three or more years of nonprofit management experience

Solid hands-on budget management skills, including budget preparation, analysis, decision-making and reporting

Ability to convey a vision of YCF’s strategic future to BOD, fundholders, volunteers and donors

Knowledge of fundraising strategies and donor relations

Skills to collaborate with and motivate BOD, staff and others

Strong written and oral communication skills

Ability to interface with and engage diverse donor groups

Strong public speaking ability

Demonstrated ability to work independently

Proficient with Salesforce, Microsoft Office Suite for PC, QuickBooks, MailChimp, and all social media platforms

Ability to lift 25 pounds

Access to transportation in order to attend meetings throughout the county

Actual Job Responsibilities

1. Handling day-to-day operations of YCF.
2. Serving as YCF’s primary spokesperson to constituents, media and the general public.
3. Planning, implementing and evaluating all programs of YCF, currently including the Buck Education Grant Program, Yolo Youth Service Award scholarships and celebration, Business Partners program, Big Day of Giving YCF participation and day-of event, postcard project, Yolo County Philanthropy Day and year-end fundraising appeal.
4. Raising operational funds for YCF.
5. Establishing and maintaining relationships with various organizations and utilize those relationships to strategically enhance YCF’s mission.
6. Reporting to and work closely with BOD to seek their involvement in policy decisions, fundraising and to increase overall visibility of YCF.
7. Planning and oversight of annual budget.
8. Planning and supporting all activities of the board including board and committee meetings, new member recruitment and orientation, board retreat and board commitment to YCF.
9. Overseeing marketing and other communications including, press releases for all events and activities of YCF to local media and social media and web posts. Keeping website and collateral materials current.
10. Coordinating donor acknowledgements and donor database updating.
11. Keeping fundholder agreement files current, in collaboration with the Sacramento Region Community Foundation (SRCF), and coordinating and consulting with SRCF per YCF’s affiliation agreement.
12. Working with accountant and bookkeeper on financial statements and Form 990.
13. Hiring of staff and overseeing the completion of tasks, training and evaluations.
14. Hiring and overseeing volunteers or interns on projects to support the operation of YCF.
15. Other duties as assigned by BOD.

This position is half-time (20 hours/week). Salary is $3000/month. The Foundation office is located in Woodland.

To apply, please email a cover letter and resume or curriculum vitae including three professional references to [info@yolocf.org](mailto:info@yolocf.org). Position is open until filled with first review of application materials scheduled for the week of March 18, 2019. References will only be contacted if an applicant is selected as a finalist for this position.