



League of California  
Community Foundations

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## 2019 POSITION ANNOUNCEMENT

**POSITION TITLE:** CHIEF EXECUTIVE OFFICER

**REPORTS TO:** Board Chair

**JOB CLASSIFICATION:** Full time; benefited; salaried; exempt position; variable hours; virtual office environment

**POSITION SUMMARY:** The League of California Community Foundations is proud to serve the most diverse state in the country. The CEO, in consultation with the Board of Directors, leads the League's progress toward building a strong statewide presence, strengthening the organization's efforts to expand the community foundation sector's capacity to grow philanthropy, leadership, and advocacy. Reporting to the Chair of the League's Board of Directors, the CEO is expected to provide structure and guidance to the League membership in order to continue to expand the value of the organization to its members and to philanthropy in California.

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### THE ORGANIZATION

The League of California Community Foundations (the League), is a membership organizations. It was established in 1995, and as a vibrant, active philanthropic services organization(PSO) serves community foundations throughout the state. It was incorporated as a 501(c)(3) in 2012. Our mission is to promote and strengthen community foundations in California. Through collaboration and shared learning among member foundations and building partnerships with private and public entities, we strengthen philanthropy and support building healthy communities throughout California. The staff of two people work remotely and serve a diverse membership of more than 30 community foundations in urban and rural regions that reach approximately 95% of the state's population.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

### LEADERSHIP

- Serve the needs of its members
- Foster communication and camaraderie among its members
- Advocate for the interests of the members in the policy arena in the national and state political landscape
- Build relationships with other philanthropic, nonprofit and regional PSO leaders
- Advance the League’s work and potential for partnering with policy makers
- Represent the League and assist in collaborative statewide and federal events promoting philanthropic efforts
- Work closely with state and federal organizations and agencies on major issues affecting members such as cross-county disasters

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### ADMINISTRATION AND MANAGEMENT

- Propose, prepare and present specific programs and activities that will further the organization’s mission
- Implement Board policies, resolutions, procedures, goals and objectives and recommend new and/or revised policies, resolutions and procedures
- Maintain regular and effective communications with the Board and the members
- Plan Board Meetings, Committee Meetings, the Retreat and the Annual Meeting
- Hire and manage staff, interns and other contractors
- Monitor compliance with all requirements necessary to maintain federal tax-exempt status
- Maintain relationships with the board chair and communicate effectively and promptly with board officers, committees chairs and all members
- Develop and monitor the League’s annual operating budget, oversee monthly and annual reports to accountants; assist the finance committee in producing and presenting financial documents to the board
- Assist in developing and recruiting the League members for roles on committees, affinity groups and for the board

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## MEMBERSHIP AND CONSTITUENT SERVICES

- Maintain a point of contact for the League members
- Facilitate and support the League’s peer exchanges, trainings and affinity groups
- Provide support to League members on National Standards for Community Foundation
- Oversee communications including promotional pieces, website, surveys/data/research, and social media presence
- Create reports as requested by the board and committees

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## MINIMUM QUALIFICATIONS

- Bachelor’s degree required; advanced degree preferred
- Five years of demonstrated professional success (not necessarily in a single field)
- Strong knowledge and experience in the philanthropic or nonprofit sector – community foundation knowledge/experience preferred
- Evidence of strategic leadership creating momentum, increasing knowledge and developing activities leading to collaborative action and results
- Exceptional interpersonal skills demonstrated by both written and oral abilities
- Excellent analytical skills with strong attention to detail
- Demonstration of competence in financial management
- Must live in California; office setting is virtual

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## COMPENSATION

The compensation is contingent on the applicant’s qualifications. The salary range for the FTE starts at \$100,000 compensation. The employee will be eligible for medical insurance.

Please email a cover letter, resume and contact information to [info@lccf.org](mailto:info@lccf.org). Information on the League of California Community Foundations is on [www.lccf.org](http://www.lccf.org). Desired hire date is in November 2019 or sooner.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job announcement restricts management’s right to assign or reassign duties and responsibilities to this job at any time*

The League of California Community Foundations is an equal opportunity employer and invites applications from candidates of all ethnicities, races, genders, sexual identities, ages, economic circumstances, abilities, philosophies and religions.