

EXECUTIVE DIRECTOR SEARCH PROFILE

Chairman's Message

As Chair of the Jefferson Community Foundation (JCF), I welcome all qualified potential candidates to apply for our Executive Director position. The JCF serves the people of Jefferson Parish by working diligently on improving overall quality of life. Our focus through the years has traditionally revolved around a host of initiatives including support for public education, beautification projects throughout Jefferson Parish, and advocacy for race and equity, to name a few. While we have a solid record of making a real difference throughout Jefferson Parish, the JCF Board committed earlier this year to re-double our efforts to effect even greater positive change throughout our community. Accordingly we are looking for a leader who is visionary, deeply dedicated and enormously energetic. The Executive Director must be a “self-starter” but likewise willing to work closely with the Board to initiate and cultivate contacts throughout Jefferson Parish and the region for partnership opportunities and to find those simply wanting to advance philanthropy in Jefferson Parish.

If you think you are uniquely qualified to lead our organization, I encourage you to learn more about the Jefferson Community Foundation and to apply for the position of Executive Director.

On behalf of our Board and the Search Committee, I thank you for your consideration.

Louis V. Lauricella, Chairman
Jefferson Community Foundation



JEFFERSON
Community
FOUNDATION

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Jefferson Community Foundation's

Mission - "Partnering with individuals, families, businesses and government to support our community, the Jefferson Community Foundation exists to facilitate leadership, civic action, and innovation in Jefferson Parish."

Values: Collaboration, Improvement, Equity & Inclusion, Stewardship, Ingenuity

Areas of Interest for JCF:

- **Support Public Education in Jefferson Parish** - Use our resources and fundraising abilities to be an active partner with the local school system.
- **Recreation** - Provide opportunities to cultivate a greater awareness for the needs of the community and help improve and support the activities.
- **Race & Equity** - Recruit and collaborate with stakeholders to advocate for racial equity within Jefferson Parish.
- **Beautification & Environment** - Enhance and influence the quality of life through strategic beautification/environment projects.
- **Transit** - Continue to advocate for enhanced the connectivity within JP and with New Orleans through reliable transit options.
- **Senior Initiatives** - To help create and promote the overall well-being and initiatives focused on Jefferson Parish's aging population.



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THE SUCCESSFUL CANDIDATE WILL HAVE:

- Demonstrated success in achieving annual fundraising goals
- Proven leadership and management experience
- Strong oral and written communications skills
- Demonstrated ability to build and maintain effective and respected relationships with board members, donors, and community leaders
- Proven financial acumen

RESPONSIBILITIES:

1. Fundraising

- Responsible for fundraising and developing resources necessary to support JCF's mission.
- Responsible for community outreach and serving as JCF's primary spokesperson with the organization's donors, one-on-one with potential donors and sponsors, corporate and government partners, media and the general public.

2. Operational Oversight

Works with Board to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for leading and coordinating the "back-office" resources provided by Greater New Orleans Foundation.
- Responsible for implementing and expanding JCF programs that carry out the organization's mission.
- Responsible for working with the Board in setting organizational policy.
- Responsible for facilitating, coordinating, and supporting the Board, its committees and consultants, as we collectively develop a new strategic plan and accompanying funding and staffing plan to support the Foundation as it enters this next chapter.
- Responsible for being active and visible in the community and working closely with other professional, nonprofit, civic, government and private organizations.

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RESPONSIBILITIES:

3. Financial Performance

Develops practices sufficient to ensure the financial health of the organization.

- Responsible for working with the outside accountant on budget and monthly financial statements which accurately reflect the financial condition of the organization.
- Responsible for reporting financials to the Board.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains of the organization in a positive financial position.

4. Board Governance

Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of JCF to fulfill its mission.

- Responsible for leading JCF in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing in a timely and accurate manner all information necessary for the Board to function properly and to make informed decisions.
- Participate in the organization's Board and committee meetings.
- The Executive Director will be the organization's primary liaison with the Board of Directors.
- Ensure the Board remains productive and efficient; oversee administrative work related to ongoing Board activities and Board meetings; develop Board meeting agendas and reports in collaboration with Executive Committee.
- Meet with Board Chair to clarify priorities, make key strategic decisions, plan for and follow up from quarterly Board meetings.

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QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university
- Three to five years of progressive experience in the nonprofit sector, or transferable experience
- Ability to develop and manage a robust fundraising program
- Demonstrated experience building relationships with key stakeholders
- Strong written and verbal communication; a persuasive and inspiring storyteller
- Strategic business orientation
- Adept in financial analysis, budgeting and forecasting
- Self-starter; possesses the ability to accomplish goals in an entrepreneurial environment

Application Process

Interested applicants should submit their letter of interest and resume via email at EDsearch@jeffersoncommunity.org.

The Search Committee is now accepting nominations, inquiries, and applications for the Executive Director position. For full consideration by the Search Committee, all inquiries should be received by **December 15, 2019**.

Applicant review will begin upon receipt and will continue until the Executive Director is named. All nominations, inquiries, applications, or requests for additional information should be submitted via email to EDsearch@jeffersoncommunity.org. Jefferson Community Foundation is an equal opportunity employer.