

## **CAREERS**

### **OUR ORGANIZATIONAL VISION**

Just as we listen to the needs of our donors and partner nonprofits, we also respond proactively to the needs of our employees. Our organizational culture is based on respect, trust, open communication, passion for our work and our Community Foundation's stated values.

We are dedicated to encouraging the development of our staff's professional skills while also prioritizing their well-being and sense of purpose. We have created a motivated, supported team working together to maximize our potential and productivity.

We recruit purposeful workers--who are respectful and respected, inspirational and inspired, dedicated to (and enthusiastic about!) our mission. While we remain dedicated professionals, we will strive to provide a family-like atmosphere that is sensitive and responsive to our team's strengths and aspirations--and work-life balance. We welcome curiosity and creativity.

### **OUR VALUES**

#### **Philanthropy**

We are a leader in promoting philanthropy in an impartial, unbiased, ethical way, with a commitment to inclusiveness. We bring together people and resources to identify and address present and emerging community needs.

#### **Community**

We assist other not-for-profit organizations through advisory, consulting and collaborative efforts.

#### **Donors**

We help donors satisfy their philanthropic goals. We provide convenient and flexible giving vehicles to serve donors. We believe everyone should experience the joy of making a meaningful contribution to the community.

#### **Endowments**

We use endowments as perpetual tools to provide steady support for charitable needs. We encourage unrestricted endowments because they meet the changing needs of future generations. We assist communities and organizations in building endowments to secure their continued success. We counsel donors and their advisors to choose a planned giving solution that makes a lasting difference.

#### **Grants and Operations**

We make grants based on the greatest needs in the community. We reflect the diversity of our community through our choices of grants, staff, volunteers, programs and initiatives. We select board, staff and volunteers with the talent and expertise required to efficiently and effectively achieve our long-term objectives. We insist on maintaining the highest standards in donor relationships, fund stewardship and promotion of philanthropy.

## **CAREER OPPORTUNITY**

### **Center for Nonprofit Excellence Director**

Location: Champaign, Illinois, United States

Part-Time, Salaried

### **ABOUT THE COMMUNITY FOUNDATION OF EAST CENTRAL ILLINOIS**

Established in 1972, our Community Foundation of East Central Illinois has distributed more than \$21 million in charitable grants to more than 485 nonprofit organizations working to improve the quality of life in communities throughout the area. These charitable distributions include designated and undesignated gifts from endowments, field of interest funds, donor-advised funds and scholarships.

We steward more than 150 funds and our total assets have grown from \$1,300 in 1972 to nearly \$30 million today. We distribute more than \$1 million annually to nonprofit organizations providing vital services and enrichment to residents of east central Illinois.

### **ABOUT THE CENTER FOR NONPROFIT EXCELLENCE**

In 2008, our Community Foundation formally announced the establishment of the Center for Nonprofit Excellence as part of our commitment to helping nonprofit organizations and their boards be as effective as possible. By working directly with the organizations, we offer assistance in board training and development, strategic planning, effective working relationships between the board and the executive staff, mentoring and access to resources available outside of east central Illinois.

The Community Solutions Incubator is an initiative of the Center for Nonprofit Excellence. Through this initiative, emerging nonprofit entrepreneurs pilot their ideas and create supporting structures alongside other social innovators in a well-resourced co-working space, receiving hands-on mentorship and guidance from some of the area's most successful community leaders in a variety of fields and disciplines.

By helping nonprofit organizations through the Center for Nonprofit Excellence, we help assure our donors that "Best Practices" for nonprofits are being observed throughout our area.

### **POSITION SUMMARY**

Working with the President and CEO, the Center for Nonprofit Excellence Director plays a critical role in assisting the Foundation's partner nonprofit organizations. The Director ensures these local organizations have adequate training and support to successfully achieve their missions, sustainably. The Director is also responsible for strategically engaging community stakeholders to share their knowledge and enhance the Foundation's current programming. The Director also manages the Community Solutions Incubator initiative, enhancing the current programming for emerging nonprofit entrepreneurs piloting their ideas through the Incubator,

while also expanding this initiative to include programming for newer nonprofit leaders looking for support.

## **DUTIES AND RESPONSIBILITIES**

### **CENTER FOR NONPROFIT EXCELLENCE**

- Assists local foundations and nonprofit organizations by being a resource for information and opportunities
- Works with President and CEO to further the mission of the Foundation by providing services to nonprofits such as strategic planning, board development and other programs of assistance to local organizations
- Coordinates training and educational opportunities to educate and support nonprofit staff and board members through the Foundation's "Building Better Boards" and Collective Impact initiatives
- Oversees Executive Director Support Groups, quarterly board boot camps and other efforts to bring nonprofits together and/or improve their capacity
- Provides one-on-one mentoring to nonprofits as needed and as available

### **COMMUNITY SOLUTIONS INCUBATOR**

- Works with Chair of Community Solutions Incubator Leadership Team to coordinate quarterly Leadership Team meetings
- Assists with promotional campaign to recruit applicants and increase general awareness
- Receives and catalogs incoming applicants
- Helps select new Incubator members
- Serves as a resource and a connector to other resources for Incubator members
- Sends bi-weekly email to Incubator members regarding upcoming programs, roundtables, Executive Director Support Groups, office hours and other networking opportunities outside the Incubator
- Plans, coordinates and attends bi-monthly meetings and one-on-one mentoring sessions featuring local experts sharing their knowledge
- Collects written progress report from members quarterly and coordinates individual member meetings with a member of the Leadership Team to discuss progress and current needs
- Sends quarterly reports to Leadership Team and Founding Partners
- Plans, executes and attends an annual event for members, Founding Partners, community stakeholders, local experts and the public
- Coordinates members' annual presentation about their work and progress for the annual event
- Helps Incubator members understand their obligations of participation and engagement

## **QUALIFICATIONS AND SKILLSETS**

- Bachelor's degree in an appropriate area; advanced degree preferred
- Experience in nonprofit management
- Knowledge of laws, standards and best practices as they relate to nonprofit organizations and community foundations

- Knowledge of the nonprofit sector in general; knowledge of the local nonprofit ecosystem
- Excellent oral and written communication skills
- Strong interpersonal skills and the ability to relate well to the public
- Proven organizational and problem-solving skills
- Initiative and the ability to work independently
- Ability and willingness to meet with appropriate community leaders
- Leadership and motivational skills
- Innovative skills and the ability to think creatively
- Significant computer skills, including proficiency with appropriate software
- Ability and willingness to work with professionals in the accounting, estate planning and trust fields
- Valid driver's license
- Ability and willingness to travel on behalf of the Community Foundation
- Live within east central Illinois as defined by the Community Foundation of East Central Illinois
- Ability to lift up to 30 pounds; sit for extended periods; travel throughout the Foundation's service area

#### **EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION**

The Community Foundation has a deep commitment to diversity, equity, inclusion and equal opportunity. We are committed to building a team that is representative of our community.

We are an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, political affiliation, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

The Community Foundation is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process and to perform essential job functions of employment, please contact [info@cfeci.org](mailto:info@cfeci.org). Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format and/or using specialized equipment.

#### **TO APPLY:**

E-mail cover letter and resume to [info@cfeci.org](mailto:info@cfeci.org) by 5 p.m., April 2, 2021.