



JOB POSTING
PRESIDENT AND CHIEF EXECUTIVE OFFICER

The Community Foundation of East Central Illinois (CFECI) Board of Trustees seeks a bold, strategic leader to continue to direct its philanthropic impact and outcomes throughout east central Illinois.

The President & CEO provides strategic vision and professional leadership to the CFECI by assisting the Board of Trustees in maintaining an effective and viable organization. The President & CEO is responsible for the administration of Board policies and plans and for the day-to-day operations of the Foundation. The CEO acts as the primary public representative of the Foundation and is an officer of the organization upholding the Foundation's well-earned positive reputation.

DUTIES AND RESPONSIBILITIES:

Primary duties and responsibilities include, but are not limited to:

ADMINISTRATION & STEWARDSHIP OF FUNDS

- Lead the organization, in collaboration with the Board of Trustees and staff, on strategies, techniques, and execution of actions to advance CFECI's mission, vision and brand as a leader in community philanthropy.
- Nurture high levels of engagement with the Board of Trustees, financial and legal advisors, and external community stakeholders across CFECI's service area in advancing CFECI's mission and work while fulfilling philanthropic objectives.
- In collaboration with the Board of Trustees, carry out CFECI's current strategic plan and develop future strategic plans.
- Provide fiduciary responsibility over the assets and goodwill of the Foundation while maintaining staff capacity, using Foundant Technologies CommunitySuite database and accounting systems, and controls to that end.
- Prepare and oversee all records of the Foundation, including financial reports, minutes, historical archives, annual reports, budgets, and audits.
- Assure full compliance with federal, state, and local laws and institutional prudence, while conferring with legal counsel and accounting professionals as required.
- Supervise and manage Foundation staff and contractors.

DEVELOPMENT AND COMMUNICATIONS

- Serve as the primary spokesperson for the Foundation.
- Follow long-range strategic asset development and annual work plans, including goals for asset development in all service areas in accordance with Foundation goals.
- Cultivate, maintain, and strengthen relationships with current and prospective donors and their advisors in establishing funds by identifying, cultivating, soliciting, and closing major gifts through new prospects, professional advisors (attorneys, accountants, wealth managers, and trust officers), nonprofit, and community groups encouraging their giving to/through the Foundation.
- Oversee, author, and edit documents including fundraising publications and communications materials.

COOPERATIVE EFFORTS WITH NONPROFIT ORGANIZATIONS

- Lead the effort to cultivate and strengthen relationships with a broad range of community, nonprofit sector, and political leaders, identifying and shaping opportunities for the Foundation.
- Interact with other local foundations and nonprofit organizations to increase cooperative efforts in fundraising, grantmaking, and other services to minimize the overlap of service and serve as a resource for information and opportunities.
- Support the Foundation's mission to the community through participation in community activities and organizations (e.g., Alliance of Illinois Community Foundations, Estate Planning Council, Association of Fundraising Professionals, Rotary)
- Work with the Center for Nonprofit Excellence Director 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.
- Oversee the Foundation's "Board Bootcamp" and Collective Impact initiatives.

QUALIFICATIONS, EXPERIENCE, AND ATTRIBUTES:

- Bachelor's degree in an appropriate area; advanced degree preferred.
- 12+ years of progressively responsible experience in the private, public, or nonprofit sectors. Prior experience in community philanthropy is not required, but preferred.
- Well-qualified candidates will bring a demonstrated track record of success in:
 - a. Experience in fund development and major gift solicitation.
 - b. Experience and knowledge of accounting sufficient to manage investments, create budgets, reconcile financial reports, and provide appropriate stewardship of assets.
 - c. Community consensus building abilities, problem solving skills, and experience educating others.
 - d. Addressing relevant community issues as a leader, convener, facilitator, or broker.
 - e. Managing multiple projects simultaneously and executing tasks independently.

- Excellent written and oral communication skills with the ability to convey information in a tactful, discrete and diplomatic manner.
- Strong organizational skills and attention to deadlines and details.
- Proficient in the use of computer software such as Outlook, Word, Excel, PowerPoint, Zoom, and Microsoft Teams as well as industry related software.
- Valid driver's license for travel throughout the Foundation's service area.
- Willingness to attend relevant conferences and work outside normal business hours as needed.
- Knowledge of laws, standards, and best practices as they relate to nonprofit organizations and community foundation.

This full-time position is located at the Foundation's office in Champaign, Illinois and requires residency in CFECI's service area (Champaign, Coles, Douglas, Edgar, Ford, Iroquois, Moultrie, Piatt, and Vermilion counties). Minimum starting salary is \$112,000 and will be commensurate with experience.

Please email a cover letter and resume to the CFECI Search Committee at: cfeci.ceo.search@gmail.com. A review of applications will begin immediately. For best consideration, submit your application by October 13, 2023. This job will remain open until filled.

We are an equal opportunity employer, committed to diversity, equity, inclusion, and accessibility in our workforce. All qualified applicants will receive consideration for employment. As an EOE/AA employer, the Foundation will not discriminate in its employment practices due to a qualified candidate's race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status. People from diverse backgrounds are encouraged to apply.

About the Community Foundation of East Central Illinois

The Community Foundation of East Central Illinois is a publicly-supported 501(c)(3) tax-exempt philanthropic organization created in 1972 to encourage and receive contributions establishing endowments for the long-term benefit of east central Illinois. It does not conduct programs of its own, nor is it a fund-raising organization. It supports and serves its donors by managing and administering endowed funds that have been donated for philanthropic purposes. For more information, please visit cfeci.org and follow us on [Facebook](#).