

Position Specification

President / Chief Executive Officer

Flint, MI

September 2023



For good. Forever.
For everyone.



President / Chief Executive Officer

Reporting To	Board of Trustees
Direct Reports	Chief Financial Officer Vice President of Community Impact Vice President of Development and Donor Services Vice President of Policy & P20 Partnerships Associate Vice President of Marketing and Communications
Location	Flint, MI
Compensation	\$225,000 to \$260,000

Organization History, Mission and Initiatives

The Community Foundation of Greater Flint “CFGF” is a tax-exempt public charity created by and for the people of Genesee County. CFGF enables people with philanthropic interests to easily and effectively support the issues they care about - immediately or through their will. Donors can establish a charitable fund at the foundation by contributing a variety of assets. Those assets are then carefully invested by the Foundation.

Founded in 1988 through the merger of The Flint Public Trust, founded in 1950, and the Flint Area Health Foundation, created in 1978, the resulting Community Foundation combined the strengths of these two Flint institutions to position itself for future growth and giving. Since the merger, assets have grown from \$10 million to more than \$299 million. Over 34,000 contributors ranging from modest to magnificent means have enabled the Community Foundation to award more than \$164 million in grants to the greater Flint area from over 800 charitable funds and planned gifts.

Name a project of importance in Flint and Genesee County and you will likely find CFGF involved. Arts, education, health, human services, and many other areas benefit from the generosity of caring donors.

The Community Foundation of Greater Flint’s mission is to partner and lead by influencing and connecting generosity to Genesee County needs. For Good. For Ever. For Everyone.

Below are current initiatives and focus areas where the Foundation works with diverse partners to enhance the quality of life in Flint and Genesee County:

- Centering Equity
- Community Leadership Fund
- Flint Center for Educational Excellence
- Flint Kids Fund
- Flint Neighborhoods
- Flint Promise

Please visit their website for more information on these very impactful initiatives at www.cfgf.org.



Scope and Responsibilities

Reporting to the Chairperson of the Board of Trustees, the President and CEO is responsible for directing the overall program and administrative activities of the Community Foundation and for the effective use of its financial and human resources. The President and CEO has primary responsibility for planning and managing the Foundation's programs and services; attracting additional gifts to expand the Foundation's assets; serving as liaison with local groups and agencies that comprise the Foundation's various constituencies, and with state and national organizations when appropriate; increasing awareness of the Foundation in the community; and encouraging measures to improve the quality of local philanthropy.

The President and CEO provides professional leadership and assistance to the Board of Trustees in making the Community Foundation of Greater Flint an effective, viable organization. Specific responsibilities will include:

Planning and Management:

- Provides for the development, implementation, and regular review of policies, programs, and procedures to assure growth of the Foundation, its responsiveness to current community needs, concern with donor expressed wishes, and adherence to National Standards of U.S. Community Foundations and state and federal legal requirements.
- Employs and supervises the Foundation's staff and occasional consultants; oversees the development and administration of personnel policies and procedures, including employee benefit programs, performance assessments, and compensation programs.
- Oversees the management of the Foundation's financial, fund and grant records.
- Develops and maintains the Foundation's operating budget.
- Assures an annual audit and preparation of IRS returns, state charitable agency registration, and confers with legal counsel as required to assure full compliance with federal, state and local laws and regulations.
- Serves as staff liaison to the Board of Trustees and manages staff liaisons to its committees; prepares the Board agenda and oversees the minutes of the meeting of the Board and its committees.

Program:

- Furnishes information and advice to the Board of Trustees and its committees in the development of realistic plans that will enable the Foundation to understand the present and future needs of the community and to make prudent decisions in the use of the Foundation's resources.
- Assures effective contact between the Foundation and local agencies and institutions; and wide dissemination of information about the Foundation's priorities and programs.
- Assures the development and implementation of procedures for the orderly and objective review of grant applications.
- Assures implementation of grant decisions made by the Board of Trustees and its committees; communication with applicants and grantees; establishment of grant conditions, payments and procedures for evaluating results.

Asset Development:

- Oversees the development and implementation of the asset development program.
- Builds effective relationships with major donors, including local individuals and local and national foundations.
- Confers and provides liaison with investment managers, attorneys, financial advisors and donors.



Public Awareness and Community Liaison:

- Oversees the development and implementation of ways to promote awareness of the Foundation in the community through publications, media coverage and various public events.
- Represents the Foundation in meetings of local, state and national organizations.
- Develops and maintain liaisons with other foundations and corporations in order to strengthen the quality of philanthropy to benefit the community.
- As a community leader, becomes familiar with the critical community needs and grassroots efforts currently underway and how CFGF can be of assistance.

Key Selection Criteria

Qualified candidates for this position will have a demonstrated success in an executive position. Current or past senior leadership or governance in a non-profit organization is a plus. Ideally, the background of well-qualified candidates will include:

Leadership and Interpersonal Skills:

- Qualified candidates will have the ability to provide financial and administrative leadership to the organization and possess the integrity, demeanor, credentials and vision required to earn the respect of his/her colleagues and the Board of Trustees.
- Identify and develop strategic alliances and coordinate as appropriate with other organizations.
- Ability to articulate with passion and detail the vision and mission of the organization.
- A combination of superior technical and interpersonal skills, such as fundraising, marketing, public relations and partnership building.
- The ability to think and act strategically both short-term and long-term.
- The successful candidate will have the presence, intelligence, verbal and written communication skills necessary to represent the organization in a variety of internal and external settings.
- The ability to inspire forward thinking, leadership, vision, strategy and guidance to the organization's staff and volunteers.

Organization Skills and Commitment:

- A demonstrated ability to accomplish broad, visionary assignments as well as complex, detailed projects that require hands-on involvement.
- Must present as a self-starter capable of managing his/her time and priorities effectively, while successfully completing planned objectives.

Education

- Must have earned a four-year degree; Master's degree preferred.



Personal / Professional Attributes

A well-qualified candidate will possess the following personal attributes:

- The highest of ethical standards and mature judgement.
- A management style that demonstrates initiative, flexibility, sound judgment and strong collaboration.

Contact Information

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