



*Our mission is to inspire and promote giving in Anne Arundel County
by connecting people who care with causes that matter.*

President & CEO Position Description

Purpose of Position

The Community Foundation of Anne Arundel County (CFAAC) serves as a trusted philanthropic leader, connecting people who care with causes that matter. Through strategic grantmaking, community partnerships, and donor engagement, CFAAC is dedicated to improving the quality of life for all residents of Anne Arundel County. The President & CEO is at the helm of a dynamic organization with a legacy of impact, charged with providing strategic leadership, fostering meaningful partnerships, and driving initiatives that expand CFAAC's reach, influence, and financial sustainability. Reporting to the Board of Trustees, the President and CEO will lead a talented team, engage donors, and advocate for the power of philanthropy to drive meaningful change.

Traits and Characteristics

The successful candidate is a mature, strong, energetic, and creative leader who provides strategic direction, while embracing opportunities for new initiatives and entrepreneurial development. It is important that the President & CEO is passionate about philanthropy and the social sector and its ability to address or solve community issues. The President & CEO is a highly capable leader who is able to serve as an ambassador to multiple sectors and generations while being an advocate for philanthropy and the social good.

The President & CEO possesses strong personal communications skills and creates an environment conducive to open and direct communication and consensus-oriented decision-making and problem solving. The desire and ability to create and articulate a clear vision for CFAAC, and to lead and inspire the Board of Trustees, the Staff Team, community partners, and other key stakeholders to further CFAAC's vision and mission is critical.

The President & CEO has exceptional organizational and administrative skills; he/she has the ability to think strategically, plan, set goals and objectives, drive implementation, and measure impact. Successful experience in fundraising, financial management, organizational management, human resources, performance management, program development, and board relations are essential. It is helpful if the President & CEO has a track record of building successful partnerships and coalitions across sectors and within communities.

Duties of Position

Subject to policy direction and supervision of the Board of Trustees, the President & CEO is responsible for knowing, understanding, and leading implementation of the strategic plan and annual plans, which include the following:

Development

- Serve as the lead fundraiser for the organization to attract funds from donors to build a perpetual endowment for granting, and operational dollars to sustain the organization.
- Partner with Development Team, Board of Trustees, and Fund Development & Communications Committee to increase CFAAC's financial resources.

- Develop and implement a yearly fund development plan with the Development Team and Fund Development & Communications Committee for new donor contributions and establishment of new funds.
- Oversee planning and implementation of fundraising campaigns, special events, and other related fund development activities.
- Ensure that the Board of Trustees is consistently informed of fundraising plans, processes, and progress towards goals.
- Engage Board Trustees in donor identification, cultivation, solicitation, and stewardship.
- Build and maintain positive relationships with donors.
- Maintain strong stewardship practices with current and prospective donors.
- Identify, develop, and solicit funding prospects.
- Continue the focus on Professional Advisors as key ambassadors and referral resources for new contributions and funds.
- Promote a variety of philanthropic giving tools such as planned giving and memorial giving options.
- Ensure ongoing high-quality donor services through the delivery of accurate and timely quarterly fund statements, grant making, and donor education opportunities.

Awareness

- Understand Anne Arundel County's needs, challenges, opportunities, and demographics.
- Serve as the principal representative and spokesperson to the public, while at the same time, promoting and building capacity of our Staff Team and Board of Trustees to represent the organization as appropriate.
- Actively seek and promote opportunities at all times to educate county residents, community leaders, and professional advisors on CFAAC's mission and role.
- Collaborate with community partners to increase the impact of CFAAC's efforts.
- Actively participate in community initiatives that align with CFAAC's mission and strategic plan.

Impact

- Maintain an awareness of community needs and interests as they relate to CFAAC's mission and goals.
- Identify creative and collaborative opportunities with other funding partners (for CFAAC operations and community identified needs).
- Oversee staff in administering the grant making and scholarship programs within appropriate policies and procedures, as well as the parameters established in accordance with Fund Agreements.
- Consult with nonprofit organizations on capacity building related issues at their request or as appropriate to a grant being made from a fund.

Capacity

- **Operational Excellence**
 - Knowing, understanding, and abiding by and maintaining compliance with the U.S. National Standards for Community Foundations.
 - Develop and administer the operational functions of CFAAC in accordance with its purpose and within the policies adopted by the Board of Trustees with a continued focus on systems efficiency and effectiveness.
 - Supervise the maintenance of accurate Board meeting minutes and committee meeting minutes, correspondence, and other documents related to donations, grant making, and other activities.
 - Develop and ensure accuracy of reports as needed for internal management and external accountability of CFAAC and the Board of Trustees.
 - Supervise the management of the office space.

▪ ***Board Relations***

- Serve as lead staff to the Board of Trustees.
- Develop and maintain strong relationships with Board Trustees and foster their relationship with the Staff Team.
- Ensure appropriate Board Trustee engagement in Board meetings, committees, fund development, and other related activities.
- Partner with the Governance & Nominating Committee to recruit, nominate, and onboard new Board Trustees.
- Plan and manage logistics for quarterly Board meetings.
- Staff the Executive Committee, serve as ex-officio member on all standing committees.
- Maintain proper and consistent communication with the Board of Trustees.
- Be knowledgeable and inform the Board of Trustees of relevant community and national issues that affect CFAAC and the nonprofit sector.

▪ ***Fiscal Management***

- Sustain robust investment management of all assets held by CFAAC and maintain a strong relationship with CFAAC's investment managers and the Asset Management Committee.
- Develop the annual budget with the Board Treasurer and Director of Finance for recommendation to the Board of Trustees by the Budget & Finance Committee and Executive Committee.
- Ensure that appropriate financial information is maintained, and timely financial reports are made to the Board of Trustees, Staff Team, donors, fund advisors, and the community.
- Review and approve all operating expenses, bank statements, transfers, credit card statements, and other financial documents.
- Review and approve necessary timesheets and semi-monthly payroll.
- Supervise staff operations for *Community Suite* database and *Foundant* software.
- Ensure timely and accurate preparation, Board of Trustees approval, and public access to the annual audit and 990.

▪ ***Staff Planning and Oversight***

- Ensure that personnel policies are clear, consistent, and well-communicated.
- Align job responsibilities with organizational needs and resources.
- Retain, recruit, hire, train, and/or release staff.
- Conduct weekly staff meetings and one-on-one meetings.
- Work with staff to develop performance objectives and work plans that support the strategic plan, including professional development plans.
- Provide real-time feedback to staff and conduct annual performance reviews.
- Monitor salaries and recommend appropriate cost of living increases, changes based on roles and performance, and annual incentive awards.
- Oversee the development of an effective and efficient volunteer pool as appropriate.

Qualifications and Experience

- Proven supervisory experience managing teams and overseeing the daily operations of a nonprofit organization.
- Strong business and organizational skills, including financial oversight, strategic planning, and operational management.
- Demonstrated expertise in team building, fostering collaboration, and empowering staff to achieve organizational goals.
- Bachelor's degree required, advanced degree in nonprofit management, business administration, public policy, or a related field preferred.
- Minimum of 10 years of leadership experience in nonprofit management, philanthropy, or a related sector.
- Proven ability to engage and cultivate relationships with donors and funders.
- Experience leading fundraising campaigns and securing major gifts.
- Demonstrated expertise in strategic planning, financial oversight, and organizational management.
- Knowledge of community foundations, grantmaking, and philanthropic best practices.
- Exceptional public speaking, written, and interpersonal communication skills.
- Resident of Anne Arundel County preferred.

Desirable Attributes

- A passionate advocate for Anne Arundel County with deep knowledge of local issues and opportunities.
- Inspirational leadership style with a track record of building and empowering high-performing teams.
- Entrepreneurial mindset with the ability to drive innovation and sustainable growth.
- Strong negotiation and problem-solving skills.
- Ability to navigate complex community dynamics with diplomacy and integrity.

How to Apply

If you are ready to lead with vision and make a meaningful impact, we invite you to apply. Submit your cover letter and resume by Monday, July 7, 2025, to CFAAC Board Chair Larry Clark at hrdept@cfaac.org.

The Community Foundation of Anne Arundel County (CFAAC) is an equal opportunity employer committed to fostering an inclusive and diverse workplace. We encourage candidates of all backgrounds to apply.