JOB DESCRIPTION

President/CEO Borrego Valley Endowment Fund (BVEF) (the “Fund”)

Responsible to the Board of Trustees for implementation of policies and for management of the Fund in a manner consistent with stated mission. Responsible to the Board for all staff and volunteer support activities necessary to fulfill the purposes as defined in the Articles of Incorporation and the Bylaws of the Fund.

Position: President/CEO
Reports to: Board of Trustees
Immediate Supervisor: Chair of the Board

Principal Responsibilities:
1. Fund Raising and Fund Development
2. Create community awareness of the goals and objectives of the Fund with particular emphasis on health care and economic development.
3. Oversee charitable grants from the funds established by donors in coordination with the Treasurer.
4. Administer an office and manage the systems and personnel through which the above functions are achieved.
5. Supervise the maintenance of all institutional records.
6. Build and Grow endowment through contributions and investment income.

Minimum Qualifications:
1. Demonstrated experience in organizational and administrative skills
2. Ability to communicate and work with the public
3. Knowledge and understanding of needs of Borrego Springs and the greater Borrego Valley or ability to quickly learn those requirements.
4. Fundraising experience
5. Grant writing and/or grant management experience

Preferred Qualifications:
1. Bachelor's Degree preferably in Business or Public Administration, or equivalent CEO/ED experience.
2. Familiarity with the concept and purposes of Funds and their relationship to their constituencies
3. Knowledge of community resources
4. Evaluation and research knowledge
Characteristic Duties and Responsibilities:

A. Administrative

1. Provide guidance and recommendations to the Board with respect to policies and procedures and activities in which the Fund from time to time might want to be involved and investigate projects the Fund may want to support or fund.
2. Serve as an ex officio member of all standing committees.
3. Hire and supervise all staff/volunteers and coordinate activities with professional advisors, i.e. auditors, legal counsel, bookkeeper, etc.
4. Implement all decisions and policies adopted by the Board and carry out all directives of the Board.
5. Develop the working practices of the Fund.
6. Provide the Board with all data, reports and investigations requested by the Trustees necessary to enable them to carry out their responsibilities.
7. Stimulate involvement by the Board.
8. Oversee all grant payments and processing of grant requests in coordination with the Program Committee Chair.
9. Oversee the annual budgeting process and, after approval by the Board, administer operating and grant funds within the budget or as otherwise directed by Trustees.
10. Monitor and regularly report on membership and Trustee roles.
11. Develop annual plans detailing the work the Fund will accomplish, including a timetable of the scheduled work.
12. Provide Board with monthly report of activities.

B. Staff/Volunteers Planning and Oversight

1. Administer staff operations to implement goals of the Community Fund within the framework of existing Board policies and approved budget.
2. Responsibility for recruitment, employment, and release of employed staff. Make assignments and develop job descriptions. With staff, develop work plans and staff objectives.
3. Arrange training and development opportunities for staff.
4. Periodically assess staff performance and counsel staff volunteers on performance and development.
5. Maintain needed personnel records.
6. Recruit, train, and supervise volunteers.

C. Program

Fund Development:

1. Identify potential prospects with the help of the Board and the Development Committee.
2. Develop cultivation and solicitation plans in conjunction with the Development Committee for specific corporations, funds, businesses and individuals.
3. Develop and maintain, with the Board, a case statement for support of the Fund.
4. Assume a leadership role in the community in explaining the mission of the Fund and presenting the Fund's case for support.
5. Cultivate potential prospects to contribute to the fund and make presentations to prospects.
6. Attend community events at which the Fund should be present.
7. Keep aware of community needs and interests as they relate to the Fund's goals.
8. Initiate and cooperate in local community initiatives
9. Actively seek opportunities to speak for the Community Fund before local groups.
10. Actively seek to increase the assets and strengthen the impact of the Community Fund in meeting local charitable needs
11. Develop a plan for stewardship and sustainability of all donations to the Fund.

Fund Investment:
1. Assist the Investment Committee in developing an investment strategy and investment policy consistent with the Fund mission.
2. Assist the Finance Committee in monitoring the investment of funds.
3. Maintain necessary relationships with the investment manager(s) to assure a sound working relationship consistent with the Board's policy.
4. Develop and implement proper procedures to endorse and record Fund receipts and disbursements and to handle other documents specifically authorized by the Board in accordance with auditors' recommendations.

Fund Disbursement:
1. Work in coordination with Program Officer, Board and Grants Committee to establish and communicate grant making strategies and priorities.
2. Maintain the application process including forms, reporting requirements, and follow-up procedures in conjunction with the Grants Committee and the Program Officer.
3. Evaluate grant making program and make appropriate changes to the process.

Public Relations:
1. Arrange for media coverage of important actions and events affecting the Fund.
2. Create or develop Fund publicity and promotional material.
3. Meet with community, business and professional leaders to convey the Fund's mission.
4. Cultivate and maintain a good working relationship with local radio, TV and print media personnel.
5. Use social media to promote and communicate about the Fund
6. Be the public face of the Fund.
Other:
Discharge other responsibilities that may be assigned by the Board.

Decision Making Authority:
The President/CEO serves as the chief executive and administrative officer for the Fund, reporting and coordinating with the Chair of the Board. The Board evaluates the President/CEO through the Board's designees. The President/CEO has authority and responsibility to implement decisions within the policies set forth by the Board, in a manner consistent with the articles of incorporation, bylaws, policies and practices of the Fund and applicable federal, state, and local laws. The President/CEO has the authority to enter into contracts on behalf of the Fund, as limited by Board policies.

Physical Demands:
Those demands typically needed in an office environment. i.e., sitting for periods of time, lifting and moving objects, climbing stairs, walking, reaching, etc. Reasonable accommodation can be made to enable individuals to perform essential duties.

Work Environment:
The work place is the usual and customary office environment. Some activities are accomplished outside of the office.

Specifics
FTE: Minimum half-time
Salary and Hours: Negotiable

To Apply
Send resume and cover letter to jerry@bkfoundationadvisors.com

The Borrego Valley Endowment fund is an Equal Opportunity Employer.