



POSITION GUIDE

ORGANIZATION:	COMMUNITY FOUNDATION OF NORTHEAST IOWA
POSITION:	PRESIDENT & CEO
REPORTS TO:	Board of Directors
LOCATION:	Waterloo, Iowa

MISSION

The mission of the Community Foundation of Northeast Iowa is to respond to the current and future charitable needs of Northeast Iowa; to secure and serve as the custodian of endowment funds contributed by many donors; to create other mechanisms, which will channel charitable money, goods and services to meet community needs; and to serve as a convener to examine and determine community needs and facilitate the development of solutions to community problems.

ABOUT THE FOUNDATION

More than 50 years has passed since the Community Foundation of Northeast Iowa was founded in 1956 under the leadership of six civic leaders. These incorporators, along with an initial gift from the Junior League, reflected the generosity of this community. The organization began modestly with volunteers coordinating all efforts under the name of the Waterloo Civic Foundation and at that time did not operate as an endowment-building vehicle.

In 1993 another group of citizens had both the vision and dedication to hire a full time director. This change in operational structure allowed the Community Foundation to achieve a higher level of both assets and operations. It has built a community endowment ensuring that the area's needs would be addressed both currently and in the future.

A name change, to the Community Foundation of Northeast Iowa, evolved over the years to reflect the growth in its assets and an expansion of the geographic area it serves. The Community Foundation of Northeast Iowa, with 27 county/community affiliate funds, over 900 charitable funds, and over \$56 million in total assets, provides the link between donors and important charitable needs. In 2010, the Community Foundation awarded more than \$5 million in financial support to the area. Since inception, more than \$55 million has been granted to projects and programs throughout Northeast Iowa.

The Community Foundation of Northeast Iowa provides coordination and support for major community and regional collaborations including current strategic planning initiatives to support children and reduce poverty. Initiatives such as Cedar Valley's Promise and Opportunity Works, Metro Funders, Leave A Legacy, Teen Trust, and Women In Philanthropy have been developed. In addition, the Foundation continues to take a leadership role in affecting state and federal legislation that support philanthropy and nonprofits including state tax credit opportunities for donors giving to community foundations that meet national standards. A member of the national Council of Foundations and financial administrator of the Iowa Council of Foundations, the Community Foundation of Northeast Iowa actively engages citizens in community issues.

POSITION SUMMARY

The President & CEO, who reports to the Board of Directors, is responsible for the overall day-to-day leadership of the Foundation. Priorities of this position focus on delivering the highest quality donor services while safeguarding the financial sustainability of the organization through prudent business practices. The President & CEO provides leadership in establishing sound strategic and financial goals; in collaborating with other leaders and decision makers in the broader community; in providing the vision to address future challenges and opportunities in the community; in fostering a developmental organizational climate that builds staff competencies and supports professional growth and development; and by representing the Foundation as its key spokesperson and representative.

CANDIDATE PROFILE

We seek a proven leader whose passion for service to the community has been demonstrated throughout his or her professional career. The ideal candidate will possess extraordinary interpersonal skills that are manifested in a high level of

written and oral communication, an ability to embrace Midwestern values and demonstrate an open, caring attitude in working with others. This person should demonstrate a track record of collaborating with close-knit stakeholder community members where integrity, forthrightness and genuineness are highly valued.

The ideal candidate could come from the for-profit, non-profit or public service sector. Demonstration of voluntary and/or civic leadership, governance experience and community engagement is necessary. Experience in financial planning and/or investment management, estate planning, or a leadership role in another community foundation would be a plus. Working effectively with elected officials, governmental leaders and the business sector will also require this person to balance often competing priorities through effective negotiation and consensus building.

We seek a leader who has hired, developed and led a talented employee group with an open, empowering and highly communicative approach. A track record of success in board relations and a desire to actively engage board members in the work of the Foundation is necessary.

A bachelor's degree from a four-year college or university is required; a graduate degree is preferred. Current or prior leadership in professional or trade associations related to the nonprofit or philanthropic sector would be a plus.

Applications and nominations are being received by Kittleman & Associates, LLC. To apply, please send a current resume and letter of interest to resumes@kittleman.net. For more information on the Foundation, please visit www.cfneia.org.