



- POSITION ANNOUNCEMENT - President and CEO

The Communities of Coastal Georgia Foundation seeks an energetic, inspiring and creative President and CEO with demonstrated leadership experience and management skills to advance its ambitious regional philanthropic agenda. Serving Georgia's beautiful coastal region, CCGF hosts assets of some \$16 million through more than 60 distinct funds. In 2015, the Foundation's grantmaking exceeded \$2 million.

About the Foundation

The Communities of Coastal Georgia Foundation (CCGF) was incorporated in 2005, as a tax-exempt public charity created by and for the people of Glynn, McIntosh and Camden counties in Georgia. The twenty (20) member volunteer Board of Directors is composed of dedicated and highly respected civic and corporate leaders. Since its inception, the Foundation has awarded some \$8 million in grants to community organizations in the three county region and beyond. Now in its second decade of operation, CCGF is capably implementing its strategic plan to ensure long-term sustainability and substantive impact across the Coastal region.

The Foundation's primary service region has a full-time resident population of some 150,000. The area is one of the Southeast's most popular vacation destinations and its communities host many families with second and third homes. Though faced with considerable socio-economic challenges, the region is home to active business and public service sectors, caring and generous long-time residents and engaged new retirees. The Community Foundation serves to link and actively engage donors and philanthropic partners in addressing both the needs and the opportunities across these communities. Detailed information about CCGF may be accessed at www.coastalgeorgiafoundation.org

With offices located on St. Simons Island, CCGF has a staff of two full-time employees and contracts with The Community Foundation for Northeast Florida (Jacksonville) for accounting and financial management services. The current President and CEO is retiring and will be assisting the Foundation with the search and transition.

The Opportunity

The President and CEO is the public face of the Foundation, promoting and stimulating philanthropic investment in a wide variety of community-serving programs and initiatives. Among other responsibilities, the President and CEO is responsible for growing the Foundation's assets through endowments, donor-advised and agency funds, program resources, and operational funding to support the success and development of impact-oriented private and public service organizations across the region. The skills and experience of a successful President and CEO will be informed by best practices in business management and leadership. The President and CEO must also demonstrate effective problem-solving skills, clarity in communication, and respect for the interests and needs of the organization's fund holders and beneficiaries, as well as the Board, staff and a host of community partners. The President and CEO must be able to work confidently and effectively in the rapidly evolving philanthropy sector.

<p style="text-align: center;">Profile of the Position - President and CEO Communities of Coastal Georgia Foundation</p>
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SCOPE AND PURPOSE OF WORK: The President and CEO reports to the Board of Directors and is the only officer for the Foundation. This is a highly visible, full-time, exempt position which is directly accountable to the Board. The CEO has full authority, discretion and accountability for directing and managing all Foundation operations to achieve the expectations of the Board and to accomplish Foundation goals. The CEO must exhibit strategic and tactical leadership; possess diplomacy; have the ability to influence constituents and the community; and genuinely believe in the Foundation's mission and champion its strategic initiatives. A primary focus of the role is to attract new major donors and fundholders for the Foundation, thereby expanding the capacity for grantmaking across the region.

PRINCIPAL RESPONSIBILITIES:

I. Development – Generates and manages new and increased gifts to the Foundation by:

- Cultivating and strengthening relationships with existing fundholders, donors, Founders and Sustainers of the Foundation, and other community leaders.
- Initiating and cultivating relationships with prospective donors.
- Initiating, cultivating and maintaining professional advisor relationships with attorneys, accountants and financial professionals.
- Catalyzing and supporting the work of Coastal Georgia Partners in Philanthropy, a voluntary donor affinity group.

II. Investments and Financial Management – Ensures the Foundation's investments and financial management are effective and aligned with its mission and vision by:

- Facilitating the successful work of the Finance and Investment Committee in policy-making and fiduciary oversight, to include compliance with all state and federal laws and regulations.
- Working closely with all investment managers to promote secure and sustained earnings and asset allocations in compliance with the Foundation's investment policy statement and fundholder/donor intent.
- Managing oversight and presenting of investment and financial data to allow informed review and decision-making by the Board and donors/fundholders, as appropriate.
- Maintaining high level understanding of financial products, investment strategies, market opportunities, and global economic conditions through ongoing review of literature and participation in continuing education.

III. Communications and Marketing – Promotes the awareness and growth of the Foundation by:

- Producing and implementing an annual marketing plan strategically designed to promote the work of the Foundation and to inspire additional gifts.
- Developing and updating a menu of adviser and donor related services that competitively attract, retain and grow the financial assets of the Foundation.
- Engaging partners and presenting to civic and business organizations across the region.
- Promoting the Foundation to press/media outlets and through website and social media design and management.

IV. Board Development and Stewardship – Assists the Board in effectively executing its role and responsibilities by:

- Engaging the Board in order to promote active member participation, self-development, idea generation, and passion for the mission and initiatives of the Foundation.
- Supporting the work and ongoing development of the various Board committees.
- Conducting Board member recruitment, retention, orientation, and training as needed.
- Promoting training opportunities that support Board member and organizational development.

V. Foundation Operations and Staff Management – Provides leadership and oversight of Foundation staff in the execution of all functions of the Foundation. Such functions include:

- Grant Making and Scholarship Oversight – Oversees the identification of needs and implementation of community grant making strategies and scholarship programs consistent with donor intent and Board priorities and policies.
- Capacity Building Oversight – Ensuring the provision of training and consultation to local non-profits, and if requested public and business organizations, to enhance organizational capacity.
- Administration— ensures the efficient and effective operations of the Foundation.
Responsibilities include:
 - Selecting, engaging, supervising, and evaluating Foundation staff and contractors
 - Ensuring compliance with all laws, regulations and policies pertaining to the work of the Foundation.
 - Overseeing the stewardship role of the Foundation, subject to the authority and decisions of the Foundation’s Finance and Investment Committee as to investments.
 - Ensuring the keeping of an accurate account of all receipts and disbursements of the Foundation.
 - Ensuring the maintenance of sound and generally accepted accounting and software procedures and protocol.
 - Preparing and maintaining custody of minutes of the meetings of the Board and for authenticating records of the Foundation.
 - Preparing an annual budget that reflects the Foundation’s strategic goals and priorities, and managing fiscal adherence to the Foundation’s budget.
 - Providing assistance to auditors and the Board’s Audit Committee in coordinating audits and other required tax reports.

VI. Leadership/Community Involvement – Ensures that the Community Foundation serves as the community leader of philanthropy. Examples for Foundation leadership may include:

- Participating in community projects such as needs assessments.
- Initiating creative ideas for convening stakeholders and leaders in the community to promote the Foundation, collaborative philanthropy, collective impact, and the betterment of the community.
- Maintaining professional and technical knowledge by attending conferences/workshops, reading related publications and establishing professional networks, particularly with state and regional peers and colleagues.
- Keeping abreast of best practices in the field and implementing such when appropriate.

DECISION MAKING AUTHORITY

The CEO serves as the chief executive and administrative officer for the Foundation, reporting and coordinating with the Chair of the Board and the Executive Committee. The Board evaluates the CEO through the Executive Committee. The 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 Foundation, and applicable federal, state and local laws. The CEO has the authority to enter into contracts on behalf of the Foundation.

EDUCATION AND COMPETENCIES

Candidates must hold a Bachelor's degree in a relevant field and have had at least five (5) years of professional experience in the field of philanthropy, development, finance, and/or organizational management. An advanced degree in finance, business, nonprofit leadership, public administration, law, and/or other professional field of study is preferred.

The ideal candidate for the President and CEO position will bring a broad array of leadership, managerial and technical skills to this role. A successful President and CEO will be a seasoned leader and professional manager with a strong record of business success and innovation. Entrepreneurial, innovative and goal-oriented, the Foundation's executive will be well informed as to the challenges, history and opportunities of community philanthropy in the United States. With a background in business development, finance, administration, fundraising, nonprofit/public leadership, and/or organizational development, the President and CEO should have the skills to support and lead the staff and the Board through various types of strategic planning and organizational improvement processes. Career experience in community philanthropy is preferred, and a solid understanding and appreciation of the business models driving growth and expansion in community foundations is essential.

Experience should include proven strategic and tactical leadership ability; demonstrated ability to communicate orally and in writing with community stakeholders, leaders, opinion makers, and governing board members; strong organizational and administrative skills; proficiency with use of technology that include word processing, spreadsheets, and databases; successful planned giving and fund raising experience in/for the not-for-profit sector, and/or successful sales results in a for-profit environment; familiarity with investments and funds management; and standing and credibility in the community served by the Foundation or verified standing and credibility in his/her previous community of employment.

COMPENSATION AND BENEFITS

The salary for the position is negotiable, relative to similarly sized community foundations across the Southeast and based on qualifications and experience. Through its employment partner, the Foundation provides a benefits package, which includes retirement, paid leave and certain voluntary benefits.

APPLICATION AND SELECTION PROCESS

Candidates should submit a resume and a letter of interest, detailing their skills, background, interest, and salary expectations to: ***President/CEO Search Committee, Communities of Coastal Georgia Foundation, 1626 Frederica Road, Suite 201, St. Simons Island, Georgia 31522***, or if emailed, to CEOSearch@coastalgeorgiafoundation.org

Review of applications will begin on July 20, 2016, and will continue until the position is filled. References will be requested of finalists. CCGF hopes to fill the position by October or November 2016.

Communities of Coastal Georgia Foundation is an Equal Opportunity Employer