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COMMUNITY FOUNDATION SONOMA COUNTY is a tax-exempt public charity created by and for the people of Sonoma County to help build and strengthen local communities. Through a community foundation, people with philanthropic interests can easily and effectively support the issues they care about.

A new scholarship foundation in formation is seeking an executive director that will guide the new organization during its formative stages and lead it during its subsequent growth stage. The new foundation will operate initially as a unit of the Community Foundation Sonoma County, an established community foundation headquartered in Santa Rosa, California. Initial funding for the foundation will come from community philanthropy and a number of donor-advised scholarship funds currently managed by the community foundation. The new foundation is expected to become self-sufficient within the first three years of operation through a combination of expanded scholarship funding and charitable support.

MISSION: Inspire, encourage, and support Sonoma County students in their pursuit of post-secondary and vocational education through the granting of scholarships and financial aid counseling

POSITION TITLE: Executive Director, Scholarship Foundation Sonoma County

POSITION SUMMARY: The Executive Director will be responsible for organizational strategy, fund raising and operations oversight and will report to the President & CEO of the Community Foundation and a newly forming Scholarship Foundation Advisory Board. The new foundation will be guided by an independent board of directors in formation.

KEY RESPONSIBILITIES:

1. PROMOTE AND MANAGE THE GROWTH OF THE ORGANIZATION

- A. Perform research and implementation of new types of scholarships desired by donors that increase educational opportunities for more students
- B. Develop and manage donor base, tapping the potential current donors and cultivating new donors
- C. Develop a strategic plan in collaboration with the Board to reach the goals of growth and sustainability
- D. Provide leadership and management to new board and staff

2. FISCAL MANAGEMENT

- A. Prepare and present budget and financial reports to President, Board and committees
- B. Manage Foundation budget to achieve quarterly, annual goals and operational efficiency

3. PUBLIC RELATIONS

- A. Participate and review with the Community Foundation Vice President for Development press releases, public reports, and informational fliers prior to distribution
- B. Assure that the Foundation is represented at appropriate community events, club and civic organization meetings

REQUISITE SKILLS:

- Entrepreneurial spirit and drive. The successful candidate will be a visionary and the prime mover behind the initial success of the new entity.
- Organizational skills. The successful candidate will be responsible for assembling the initial staff responsible for fulfilling the new foundation's mission.
- Leadership. The candidate must be able to demonstrate that he/she has successfully built and managed a medium-sized not-for-profit organization. The Executive Director will be responsible for fostering a culture of integrity, competency, commitment and trust.
- Management. Required experience includes having managed an organization to a predetermined budget and motivating people to achieve ambitious goals.
- Fund raising. Required experience also includes demonstrated success in fund raising.
- Financial aid. The candidate must have a three to five year background in financial aid and/or financial aid counseling at the college level.

PERSONAL QUALIFICATIONS:

- A bachelor's degree from an accredited college or university.
- An energetic and enthusiastic personality.
- A record of career success and progressively greater responsibility.

PHYSICAL REQUIREMENTS:

- Ability to sit, stand, stoop, reach, lift (up to 20 pounds), bend, etc.
- Hand and wrist dexterity needed to work on a computer

SALARY/BENEFITS:

- Salary is based on experience
- This is an exempt position
- Health, dental and retirement benefits are provided
- Paid vacation and sick leave are provided

TO APPLY:

Email a cover letter and resume with "CFSC Executive Director Scholarship Foundation" in the subject line to rzamudio@sonomacf.org. Incomplete applications and emails with other subject lines will be deleted immediately.

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