



## President & CEO

### **ABOUT RANCHO SANTA FE FOUNDATION:**

At Rancho Santa Fe Foundation it is our vision to be a comprehensive center for impactful philanthropy that inspires the joy of purposeful giving. Our mission is to connect donors with regional and global needs through visionary community leadership, personalized service and effective grantmaking. As a community foundation, RSFF provides a stable tax advantaged financial structure for donors that serves people and nonprofit organizations by encouraging greater philanthropy. Celebrating our 40<sup>th</sup> anniversary this year, RSF Foundation offers personalized guidance and stewardship, connecting donors, charitable organizations, and communities to foster impactful outcomes.

### **POSITION SUMMARY:**

The Chief Executive Officer (CEO) is responsible for overseeing the administration, programs, and execution of the strategic plan of the Foundation. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Chairman of the Board of Directors.

The CEO will be diligent in their effort to lead the Foundation with competence, integrity and adherence to moral and ethical standards that are in fulfillment of the mission and vision.

### **GENERAL RESPONSIBILITIES:**

1) Board Governance: Works with board to fulfill the Foundation mission

- Responsible for leading Rancho Santa Fe Foundation (RSFF) in a manner that supports and guides the Foundation's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions

2) Financial Performance and Viability: Develops resources sufficient to ensure the short and long-term financial sustainability of the Foundation.

- Responsible for the fiscal integrity of RSFF, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the Foundation
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the Foundation in a positive financial position
- Responsible for fundraising and developing other resources necessary to support the mission

3) Foundation Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach

- Responsible for implementation of programs that carry out the Foundation's mission
- Responsible for strategy, development and implementation to ensure that RSFF can impactfully fulfill its mission into the future

- Responsible for the enhancement of RSFF's image by being active and visible in the community and by working closely with other professionals, nonprofit organizations, civic organizations and private individuals and families

4) Foundation Operations. Oversees and implements appropriate resources to ensure that the operations of the Foundation are mission aligned

- Responsible for effective administration of Foundation operations
- Works with Chief Operating Officer (COO) for the hiring and retention of competent, qualified staff
- Responsible for signing legal documents and other instruments, including annual tax returns, made and entered into and on behalf of the Foundation
- Responsible for leading by example in fostering a positive, collaborative work environment

**PROFESSIONAL QUALIFICATIONS:**

- A bachelor's degree and a master's degree or the equivalent
- Transparent and high integrity leadership
- Ten or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong foundational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of RSFF's strategic plan to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector and community foundations in particular
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- A belief in and support of our vision, mission and the work we seek to accomplish

**ACTUAL JOB RESPONSIBILITIES:**

1. Serve as RSFF's primary spokesperson to the Foundation's constituents, the media and the general public
2. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation
3. Strategic planning and implementation.
4. Cultivate new donor relationships and steward existing donors, both individuals and nonprofits
5. Work with COO to plan annual operating budget, establish employment and administrative policies and procedures for all functions and for the day-to-day operations
6. Facilitate Foundation Board and committee meetings
7. Guide marketing and other communications efforts
8. Review and approve contracts for services
9. Other duties as assigned by the Board of Directors

**TO APPLY:**

To apply for this position at Rancho Santa Fe Foundation, please submit your cover letter and resume at:  
<https://www.ziprecruiter.com/job/44bc3a3c>

No phone calls or emails please.

**SALARY RANGE:** \$215,000+ negotiable

**ESTIMATED START DATE:** October 2021

**LOCATION:** Encinitas, California