



**Brown County Community
Foundation, Inc.
NASHVILLE, INDIANA**

The Organization

The Brown County Community Foundation (BCCF) was established in 1993. Since its inception the Foundation has been instrumental in improving the quality of life for the citizens of Brown County. All of this has been possible by the generosity of many and the continued support of The Lilly Endowment. Celebrating our 30th year in operation, the BCCF continues to be a driving force in the community by demonstrating leadership around civic issues, increasing scholarship opportunities, and directing more effective granting.

Our Mission & Vision

The Brown County Community Foundation provides community-wide collaborative leadership through philanthropy, mobilizing people and resources to make a positive impact.

Our Values

Diversity:

We seek and embrace the participation and perspectives of people and communities that reflect who we are as a region and we commit to ensuring all residents have the opportunity to thrive

Integrity:

We uphold the public trust placed in us to ensure that we exhibit the highest ethical standards, honor our commitments, remain objective and transparent, and respect all our stakeholders

Stewardship:

We govern the organization with a “Duty of Care” and “Duty of Loyalty” to preserve, protect, and grow our resources while safeguarding donor intent in perpetuity

Leadership:

We lead by example, listening to the voices in our community to convene, connect, and catalyze positive change to build a better tomorrow

Creativity:

We believe the power of imagination is greater than the challenges we face and support programs that represent creative solutions to society’s problems

Excellence:

We enhance and reward nonprofit best practices and fund projects which represent innovation and increase efficiencies within sustainable organizations

Position Title:	Chief Executive Officer (CEO), Brown County Community Foundation	Drafted:	May 2023
Position Type:	Salary	Review Type:	Exempt
Supervisor’s Title:	Chair, Board of Trustees		
Position Description			



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Position Purpose: The Chief Executive Officer acts as a key member within the Brown County, Indiana community and represents a high-profile nonprofit foundation responsible for providing strategic leadership and ensuring the long-term viability, resources, and activities of the Brown County Community Foundation (BCCF). All responsibilities shall be consistent with the Foundation's mission, vision, and values. The CEO works closely with the Board of Trustees, multiple board committees, and a team of two or three employees to achieve the goals and objectives of the organization. BCCF has an annual operating budget of approximately \$350,000 and assets under management of nearly \$15 million, but this role comes with expectations of significant growth, change and process improvement.

Best Fit Leader: The best fit candidate is a nimble, flexible, strategic and visionary leader who can foster innovation with a respectful understanding of Brown County's important history and unique culture. We are seeking a highly-effective communicator who is comfortable one-on-one and with large groups, can share an impactful and compelling story in all contexts with all stakeholders, and will strive for ambitious fundraising and collaborative partnership outcomes. We seek a person of exemplary character who is reliable and dependable, conducts themselves with honesty, integrity, and respect for others, has a people-centric demeanor and operational excellence. Candidates with proven resource development and relationship-building success will be favored over unproven candidates, but we are flexible in terms of foundation or non-profit experience if comparable effectiveness can be demonstrated. We seek a leader who will mentor and nurture staff to their full potential as the organization undertakes a strategic program of growth and change, while demonstrating solid judgement in terms of when to take leadership initiative and when to work closely with Board leadership. Our new BCCF CEO will understand, abide by, and maintain compliance with state and national standards as described by the National Standards for U.S. Community Foundations and will evolve BCCF into the most respected thought leader communicator and collaborator in Brown County.



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Essential Functions and Responsibilities:

Strategic Planning:

- Cultivates a strong partnership with the Board of Trustees and staff in setting vision, strategies, initiatives and policies consistent with the mission of the Brown County Community Foundation (BCCF) and the uniqueness of Brown County.
- Ensures that a robust strategic planning process exists that establishes effective short- and long-range goals, strategies, plans, policies and measures of success.
- Ensures the goals of the organization support the mission.
- Ensures the hiring and retention of staff with exceptional knowledge, skills, and abilities to support the mission of the organization.
- Transforms BCCF through innovation and entrepreneurship and ensures infrastructure, technology, processes and systems are scalable and can keep pace with a challenging and changing environment.

Partnership and Collaboration:

- Serves as the principal advisor to the Board and works with the Advancement Committee in its efforts to expand the Community Foundation's financial resources
- Oversees all special events, personal solicitations, grant-making, fundraising campaigns and/or activities as defined by the Board of Trustees
- Builds and maintains relationships within the community, region, and state by participating with community organizations, governmental organizations and professional societies to achieve impactful outcomes aligned to the mission of BCCF
- Serves as liaison for BCCF with associations, collaborations and partners to ensure a positive working relationship with all constituencies; diplomatic, teachable, approachable, trustworthy, and adaptable
- Advances regional efforts that impact Brown County in collaboration with regional partners
- Represents Brown County in the work of the Indiana Philanthropy Alliance, a unique resource available to Indiana Community Foundations.
- Advocates for public policies that will ensure achievement of all key initiatives
- Serves as the organization's chief spokesperson

Philanthropy / Advancement / Development:

- Solid understanding of the grant-making process with a strong record of success – operating, capital and endowment funds
- Provides supervision to staff, board and volunteers to ensure successful management of BCCF resources.
- Works to diversify and grow the donor base and coordinates actions required to obtain funding from identified sources
- Ensures robust implementation of BCCF communication & digital strategy
- Develops and maintains positive relationships with all funding sources
- Arranges for periodic reports to the Board on the success of fund-raising efforts

Financial / Resource Management:

- Ensures fiscal soundness of BCCF; is creative and nimble in working with less time and resources
- Administers fiscal policies and procedures as approved by the Board of Trustees
- Works with BCCF's Finance and Investment Review Committee to see that appropriate financial information is maintained, timely reports are made, and the Board is well informed concerning financial matters
- Ensures appropriate financial controls are in place and are followed
- Works with the Finance and Investment Review Committee Chair to prepare an annual operating budget to be presented to the Board of Trustees for approval



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- Serves as liaison to outside financial and other advisors such as CPAs, attorneys, consultants, auditors, and investment managers
- Monitors the operating budget on an ongoing basis, reviewing and approving all operating expenses following appropriate internal controls
- Supervises the staff operations of the accounting system and all fiscal records, including the annual audit and necessary tax returns and filings

Program Leadership & Community Engagement:

- Develops methods for evaluating the effectiveness of BCCF programs and services, the introduction of new programs, and helps advance diversity in programming and services
- Establishes policies and procedures that guarantee all services and programs provided by BCCF and subsidiary operations meet or exceed industry standards
- Provides regular reports to the Board demonstrating the accomplishment of BCCF goals and objectives

Personnel Management:

- Provides supervision to all staff and volunteers
- Maintains a culture that encourages openness, trust, teamwork, accountability, diversity, equity, inclusion, and a shared vision
- Works with the Board to establish fair and reasonable compensation standards and personal growth plans for all employees
- Presents new or revised personnel policies to the Board for approval
- Ensures that a functional supervisory, cross-training and succession planning structure is in place for all employees within the organization

Key Roles & Responsibilities:

- Leads creation of a comprehensive strategic plan for BCCF that will drive transformational change and growth for the next 3-6 years; strategy will be consistent with BCCF's top five priorities – education, the environment, health and wellness, arts and culture, and a varied housing pool appropriate to the needs of all in the county
- Works collaboratively with the Board and other community leaders to determine need and best process for “sub-plans” aligned with BCCF strategic plan focused on: 1) health care and public safety strategy; 2) county housing strategy; and 3) education and workforce strategy in partnership with school system
- Leads development of a fundraising strategy that builds the endowment substantially and sufficient to achieve all strategic plan goals over time, while strengthening the operating and capital budgets of BCCF
- Strengthens and stewards the existing donor base, adding new in-county and out-of-county donors
- Builds and fully leverages an inclusive story for the Foundation and the county
- Ensures BCCF maintains constructive relationships with mission critical stakeholders and partners
- Evolve BCCF into the most respected thought leader, communicator and collaborator in Brown County.



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Skills/Qualifications:

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities an individual needs in order to perform this job successfully.

Education and/or Experience:

- Bachelor's level college degree or equivalent combination of education required
- Significant experience as a senior leader for a non-profit agency or a complex business or social enterprise, or similar sector preferred
- Must have experience working with boards of directors and administering policies and procedures
- Proven relationship management and ability to perform in a highly visible position within the community

Language & Communication Skills:

- Excellent oral, written, and presentation skills – articulate with caring and honesty, sincere, dynamic
- Must be able to speak on behalf of the organization either in one-on-one setting or to groups of individuals
- Ability to communicate effectively with a variety of persons from differing socio-economic, cultural, religious and ethnic backgrounds
- Very good listener, open to mentoring and coaching

Office/Technical/Computer Skills:

- Comfortable in a hybrid work environment
- Proficient in Microsoft Outlook, Word, Excel, Access and other Microsoft Office Suite applications
- Experience in working in database systems
- Ability to work on a computer, copier, telephone, calculator
- Ability to operate a cell or smart phone for all-hours access

Mathematical/Reasoning Skills:

- Skill with reading and interpreting financial statements and managing budgets
- Ability to use general math, including algebra, compute and understand ratios and percentages

Other Skills and Abilities:

- Demonstrate strong leadership, strategic thinking, and interpersonal skills
- Strong organizational skills, who has sound judgment, and makes timely and effective decisions
- Ability to think creatively with analytical abilities and identify and resolve problems quickly and effectively
- Strong time management skills and the ability to prioritize a large number of tasks

Physical Demands:

The physical demands described here are representative of those that an individual must meet in order to successfully perform the essential functions of this job. Brown County Community Foundation will make reasonable accommodations to facilitate any candidate's ability to perform these functions.

- Ability to move within/between Department or Facility
- Ability to sit and stand for extended periods of time
- Ability to communicate clearly
- Ability to travel to and from all locations required by the job



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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Brown County Community Foundation will make reasonable accommodations to facilitate any candidate's ability to perform these functions.

- An office environment which may be noisy
- Flexible work schedule (i.e., weekends and/or evenings)
- Travel within the county and region up to 10-15% of the time, with rare overnight stays.
- Fast-paced and deadline-oriented
- Work independently and with minimal supervision
- Ability to work with others, both verbally and face-to-face
- Frequent use of a computer, smart phone and conference room equipment

Residency:

Residency in Brown County is preferred but candidates living in surrounding counties with a compelling interest in Brown County will be considered.

Compensation Package:

\$80,000 – \$90,000 per annum, commensurate with level of experience and skills

Interested Candidates should submit a resume, cover letter and references to:

Brown County Community Foundation/CEO Search
P O Box 191
Nashville, IN 47448

By e-mail to: ceosearch@bccfin.org

In your submission, please ensure that you have adequately addressed and explained your experience, core competencies, and leadership capabilities, as well as including three references, one of whom you supervised directly, one of whom supervised you and the third of your own choosing.

Brown County Community Foundation is an Equal Employment Opportunity Employer and provides equal opportunities for employment and advancement for all individuals, without regard to race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, disability, age, marital status, family/parental status, pregnancy, leave status, genetic information, veteran status, creed, citizenship status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity, or any other status or category protected by applicable federal, state, or local law.