



Delivering greater impact for Jefferson County – together!



EXECUTIVE DIRECTOR POSITION AVAILABLE JEFFERSON COMMUNITY FOUNDATION

There are three things to know about Jefferson County, WA: It's stunningly beautiful. Its people are generous and committed to their community. Its most impactful philanthropic organizations are now one. Reconfigured over the past year, the 60-year old United Good Neighbors (UGN), and the decade-old Jefferson County Community Foundation (JCCF) are now one streamlined and energetic force for community good -- the Jefferson Community Foundation. Giving is easier. The county's nonprofits are better supported. And everyone who wants to help, needs help, or has a great idea for a better future, can easily connect.

There's just one missing piece. The Jefferson Community Foundation (now JCF) needs a new Executive Director, someone who holds the vision embraced by the Board, and knows how to make it reality. If you're that person, we want to hear from you. If you know that person, please get us in touch.

The Community We Serve

About a third of the 30,000 Jefferson County population lives in its only city, Port Townsend, with the remainder in a planned resort community and unincorporated rural villages. It is an eclectic population of community-minded and caring citizens, including many comfortably retired professionals. The opportunity for planned giving is barely tapped. Plus, in 2007, a countywide Nonprofit Alliance was formed, now engaging 100 of the county's most active nonprofit agencies in educational, networking and partnership opportunities.

With a small population and a large commitment to community good, JCF is now well positioned to capitalize on the collaborative spirit that defines Jefferson County.

Substantial resources for the new ED

- An outstanding Board of community leaders that has combined membership of both former agencies and strengthened its relationships with its Field of Interest Funds and Giving Circle grant-makers.
- A small but very capable and experienced staff who manage daily operations and support the Board's wide-ranging work.
- Board committees and task forces that analyzed the organizational structure, then designed and managed the merger, and are now heading into organization-wide strategic planning.
- A working board with standing committees and *ad hoc* work groups including Executive Leadership, Fund Investment, Organizational Governance, Resource Development, Communications/Outreach, Annual Fundraising (UGN), Allocations (UGN), and currently Executive Search. All Board members are fully committed to implementing the products of these working groups.
- A longstanding fund management / investment partnership with the Greater Tacoma Community Foundation.

Jefferson County's UGN and Community Foundation transformed

Separately United Good Neighbors (www.weareUGN.org) and the Jefferson County Community Foundation (www.JCCFgives.org) have achieved the full trust and respect of the community's philanthropic leaders. Now a single integrated organization, their extensive operating experience and community good will enrich this new partnership.

The restructured Jefferson Community Foundation looks forward to:

- Customizing its response to the unique and varied needs of donors,
- Growing as a more forceful catalyst for community vitality,
- Expanding community generosity and volunteerism, and
- Strengthening the nonprofit community for ever greater impact.

JEFFERSON COMMUNITY FOUNDATION of Jefferson County, WA

The Jefferson Community Foundation's (JCF) fourteen Board Members are outstanding community leaders, initiators, connectors and hands-on doers. The Executive Director reports directly to the Board, with two highly capable full time staff: an Administrative Assistant and a United Good Neighbors (UGN)-focused Director of Development and Community Engagement. Retained consultants, affiliation with the Greater Tacoma Community Foundation, and access to other regional organizations round out JCF's organizational assets. The JCF annual operations budget is \$482,000; \$416,000 was given in grant awards in 2016; the Foundation's asset level was \$1.7 million at the conclusion of fiscal year 2016.

The Executive Director Position

The Executive Director will have overall strategic and operational responsibility for mission fulfillment, fund development, marketing/communication, staff management, and grant making. S/he will develop deep knowledge of Jefferson County and its urban and rural neighborhoods, guide the Board in refinement of its vision for the future, initiate and execute strategic and business plans, monitor and evaluate current programs, and generate new approaches to community engagement and investment.

Highest Organizational Priorities

Board members, civic leaders, major donors and funding recipients have identified the new JCF's highest priorities for the near term future:

- Expansion of the Foundation's asset base and growth in annual UGN giving.
- Thoughtful and strategic approach to the future of the restructured organization; action plan with timelines and accountability identified; careful management of resources to achieve strategic objectives.
- Strengthened fundraising and management capabilities for Jefferson County nonprofits, through the work of the Nonprofit Alliance.

ED Responsibilities

The JCF Executive Director will:

- Build the asset base of the Foundation and the UGN Field of Interest Fund by identifying, educating, cultivating, soliciting and stewarding current and potential donors.
- Promote philanthropy within Jefferson County and garner outside grant support to address the County's needs and opportunities.
- Broadly and effectively communicate the missions, intentions, programs and successes of JCF and UGN. Generate enthusiasm for generous giving.
- Create learning, networking, and outreach opportunities for Jefferson County nonprofits through the Nonprofit Alliance.
- Deepen the reputation of the Jefferson Community Foundation as the "go to" organization for knowledge of community needs and local nonprofit missions and services.



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- Increase public awareness and understanding of the restructured Jefferson Community Foundation and the ways in which both JCF and the UGN address the needs of Jefferson County.
- Support the evolving partnership with astute business management practices and effective community outreach techniques.
- Build staff capacity to strengthen JCF, the UGN Field of Interest Fund, and the Foundation's other operating components.
- Develop and implement a 3-year strategic plan that establishes a successful future for the JCF partnership, at the same time it furthers the organizations' community advocacy, fund development, and thoughtfully-targeted grant making.

Qualifications

We are looking for an Executive Director with a profound desire to make a difference. S/he must be fully committed to our community and passionate about the missions of the Jefferson Community Foundation and United Good Neighbors. The ED will be a successful fundraiser and a dynamic communicator at ease in public speaking, one-on-one conversation, social media, and in writing. S/he will easily connect with community leaders, current and potential donors, and other nonprofit community-building agencies. S/he will be self-directed and solutions-oriented with a balance of fundraising / marketing / public relations capabilities, and effective organizational management skills.

The new Director will demonstrate all or most of the following:

- Success in all aspects of the art and science of fundraising.
- Leadership and management experience in nonprofit organizations.
- Building the capabilities and strengthening the performance of a citizen Board of Directors.
- Setting and achieving strategies that have resulted in organizational transformation, or dramatic growth in scale or performance.
- Experience in developing budgets, and managing financial and staff resources to achieve the organization's goals.
- Expertise in program evaluation that is data-driven and outcome-oriented.

Education

The ideal candidate will hold an advanced degree and relevant senior management experience.

Compensation Range

\$65 to \$75,000 depending on experience and qualifications.

Submit Resume and Cover Letter to:

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