



Job Opportunity: Executive Director

Envisioned, created and supported by local leaders, Three Valleys Community Foundation (3VCF) is a new, geographically-based philanthropic organization in California's greater East Bay/ San Francisco region. This area, consisting of the Amador, Livermore and San Ramon Valleys, is rich in innovation, the arts, scientific and technical achievements and fosters a strong commitment to inclusion, humanity and the greater good. It also supports an annual GDP of more than \$42 billion, with more than 360 dedicated local nonprofits. With our expedited 501c3 IRS nonprofit status recently obtained, we now seek a visionary, experienced executive leader who can demonstrate collaboration with all levels in the community and inspire confidence and trust to launch the Foundation and set the stage for growth over the next few years.

The mission of Three Valleys Community Foundation is to connect local donors and philanthropic entities to community needs via the power of informed giving. We are committed to ensuring our grantmaking, community impact work and funds/endowments serve as a conduit for the collective well-being of all. We seek a leader who will live our values, understand the importance of place, thoughtful philanthropy and collaborative action.

The Executive Director will be responsible for the organization's consistent achievement of its mission through relevant initiatives and strategic planning - with the financial and business acumen to provide oversight for the operational and financial management of a complex organization. He/she/they will serve as an ambassador and advocate for the organization, demonstrate a strong ability to raise community awareness and be eager and willing to create and build a community foundation from the ground up. An understanding of investments and knowledge of portfolio management, and skills working with investment consultants and advisors is desired. A track record of management skills and of successfully partnering with an active and participative governing board will be essential. The successful candidate will also have a sense of shared purpose in the success of others and the talent to inspire individuals to engage with the Foundation. Full position requirements and desired attributes can be found on page 3.

Our Values

Integrity and Transparency

We operate with high ethical standards, honor our commitments and communicate openly and effectively.

Equity and Inclusiveness

We celebrate the diversity in our region and are committed to representing, communicating with, and advocating for all community members who share our vision to improve the quality of life in the area.

Collaboration and Innovation

We actively engage with communities to develop creative solutions that address complex issues in our region.



Salary, Benefits and Work Environment

Three Valleys Community Foundation embraces diversity and seeks to provide an environment characterized by respect and inclusion. Diverse candidates are encouraged to apply. Employment will be determined based on job related qualifications and ability, without regard to race, ethnicity, religion, age, sex, sexual orientation, gender identification, marital status, national origin, disability, veteran status or any other characteristic protected by law. This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, working conditions, compensation, placement or promotion, benefits, termination and all other terms and conditions of employment.

This position offers a competitive salary (*range = \$100,000 - \$150,000 annually, depending on experience*). Benefits are currently available via our fiscal partner, Community Foundation of San Joaquin. Position and salary may be re-evaluated next year as Chief Executive Officer/President, with additional responsibilities assigned. Three Valleys Community Foundation is based in Pleasanton, California, however a hybrid/remote working arrangement is possible and encouraged. An early 2022 start date is desired, with interviews held in late November, early December 2021.

For immediate consideration, please send a letter of introduction and current resume to:

Board of Directors
Three Valleys Community Foundation
info@3vcf.org

by November 5, 2021

Questions about this position may be directed to
Susan Houghton, 3VCF Board Secretary, at shoughton@3vcf.org
The Three Valleys Community Foundation website will launch on November 1



Job Description Three Valleys Community Foundation Executive Director

The Executive Director position is the key management leader for Three Valleys Community Foundation (*hereafter referred to as 3VCF*). The mission of 3VCF is to strengthen the Tri-Valley region through inclusive leadership, thoughtful funding, informed giving, and collaborative action. The Executive Director will lead this mission and oversee the full range of organizational initiatives, functions and activities - including strategic planning, community relationships, partnerships, fundraising/donor engagement and communications. The ED also oversees daily operations – working to achieve organizational goals developed in conjunction with the Board of Directors. This position is hired by and reports to the Board of Directors and works closely with the Chair/President of the Board and the other directors to achieve 3VCF’s vision and mission. The position is a full-time role and serves on an at-will basis, subject to Board review.

RESPONSIBILITIES:

Board Relations and Organizational Visioning, Planning, and Development

- Work as an effective partner with the Board in providing vision, strategy, and leadership, as well as developing goals and planning and impact metrics. Work as a team member with the Board Chair/President, officers, and various committee chairs to facilitate recommendations and implement Board decisions. Support Board committees and initiatives as directed by the Board.
- Attend Board and standing committee meetings as needed. Assists the President in planning and preparation of Board agendas. Responsible for communicating effectively with the board and providing the Board and Executive Committee with complete, accurate and timely reports.
- Responsible for working with Board leadership to support ongoing Board education and development.
- Adhere to and fully represent the organizational mission, vision and values, including integrity and transparency; equity and inclusiveness and collaboration and innovation.

Donor Relations

- Drive asset development consistent with Strategic Plan. Works in concert with Board to develop and implement a comprehensive, multi-faceted fund development (*operations, DAF’s, special funds, grants*) program that meets established strategic plan goals.
- Represent 3VCF with donors, prospects, businesses and other key stakeholders to cultivate relationships that foster giving to and through the Foundation.



- Work with donors to ensure secure management of their assets and investment.
- Develop relationships and regularly communicate with donors so they understand the positive impact they are making in the community. Provide timely and accurate reporting and positive customer service.

Grant Making

- Develop relationships and regularly communicate with local nonprofit agencies sharing the vision, mission and values of 3VCF as well as the strategic plan. Work collaboratively with community partners on both transactional and transformational philanthropy initiatives.
- Understand and assess community needs, using data and information about the philanthropic sector to recommend appropriate strategies.
- Oversee the design, implementation and evaluation of competitive grantmaking. Ensure grant making is timely, fair and effective and that it strives to meet the intended purpose of the donor as well as supports the vision, mission and values of 3VCF and fully complies with appropriate IRS standards and Council on Foundations best practices.

Marketing, Public Relations, Community Partnerships & Community Leadership

- Represent the Foundation in the community to increase awareness of the value of giving and to help showcase nonprofit organizations making a positive difference. Partner with other community leaders to help develop and implement region-wide and special interest initiatives that enhance the greater community.
- Responsible for the promotion of 3VCF by being active and visible in the community and with local governments, and by working closely with other professional, civic and private organizations. Serves as the principal point of contact and spokesperson for 3VCF for the media and the general public, utilizing board members as needed. Build community partnerships with nonprofit organizations, donors and community leaders that result in identifying and clarifying vital community needs.
- Maintain professional partnerships through affiliation with other community foundations and state, regional and national professional philanthropy networks.
- Plan, execute and evaluate organizational events and community engagement opportunities.

Finance, Operations, and Organizational Management

- Develop resources sufficient to ensure the financial integrity of the organization while working to ensure 3VCF is on track to meet Council on Foundations accreditation standards.
- Develop the annual operating budget; monitor and report regularly to the Board with regular financial statements, incoming revenue estimates, asset growth, and performance.
- Provide oversight for proper administration of the fiscal policies and procedures as developed by the Executive and Finance Committees. Supervise the operations of the accounting system and all fiscal, fund and donor records.
- Manage and administer the day-to-day operations. Responsible for hiring, management, and retention of qualified staff.



- Ensure that policies and procedures are in place to ensure 3VCF functions in an ethical, legal, cost-effective, and efficient manner. Ensure that the 3VCF follows Board adopted Bylaws, Articles of Incorporation, Resolutions, Fund Agreements, and any other contracts or agreements.

JOB QUALIFICATIONS AND DESIRED ATTRIBUTES

- Bachelor's degree in related field. Master's degree, Certified Fundraising Executive (CFRE) and/or advanced philanthropic experience preferred. A proven record of public service and job advancement in leadership positions is expected.
- Five or more years non-profit leadership, showing experience as a paid or volunteer community leader. Experience with diverse array of issues that a community foundation may address.
- Transparent and high integrity leadership. Authenticity, persistence, sensitivity, flexibility and attention to detail.
- A passion for the greater Three Valleys community, companies and all residents.
- Demonstrated solid, hands-on budgeting and forecasting skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities, including planning, delegating, program development and task facilitation.
- Strong oral and written communications skills, including ability to convey and communicate a vision of strategic future to staff, board, volunteers and donors. Strong experience in public speaking and public relations.
- Knowledge of fundraising strategies and donor relations unique to the non-profit sector. Ability to interface and engage diverse volunteer and donor groups.
- Ability to work closely, with a diverse board and staff in a style of respect and collaboration. Skills to collaborate with and motivate board members, advisors and volunteers. Demonstrated ability to oversee, coach, mentor and collaborate with staff.