



## **POSITION GUIDE**

<b>ORGANIZATION:</b>	<b>COMMUNITY FOUNDATION OF THE LOWCOUNTRY</b>
<b>POSITION:</b>	<b>PRESIDENT &amp; CEO</b>
<b>REPORTS TO:</b>	<b>Board of Directors</b>
<b>LOCATION:</b>	<b>Hilton Head Island, SC</b>

### **MISSION**

Strengthening community by connecting people, resources, and needs.

### **VISION**

Community Foundation of the Lowcountry is the most respected and able provider of philanthropic direction, management, education and support to the people in the communities we serve.

### **CORE VALUES STATEMENT**

Community Foundation of the Lowcountry is dedicated to the principles of integrity, honesty, respect, fairness, caring stewardship, and responsiveness.

### **GUIDING PRINCIPLES**

Community Foundation of the Lowcountry is committed to:

- building a caring regional community.
- advocating private giving for the public good.
- providing philanthropic services to donors of all means.
- convening and connecting community resources.
- being a source of knowledge regarding issues affecting the community.
- taking the initiative to improve the community through philanthropy.

- being held to the highest ethical standards through fairness in policies and procedures, full and objective review of funding requests, and the avoidance of conflict of interest.
- measuring outcomes and demonstrating results in all its philanthropic activities.
- being an integral part of the national community foundation field and philanthropy as a whole.

### **ABOUT THE FOUNDATION**

In 1994, a group of visionary leaders recognized the need for a community foundation to help strengthen, nourish and integrate our rapidly-growing region. Through the sale of Hilton Head Hospital, Hilton Head Island Foundation, Inc. was born. Celebrating 25 years in 2019 – through prosperity, change and expansion – we've served as a respected community leader.

Community Foundation of the Lowcountry is a tax-exempt public charity. We are governed by a volunteer board of leading citizens and run by professionals with expertise in identifying local needs. We are one of almost 750 community foundations across the country. Though all community foundations have similarities, each is distinct as a reflection of its community. We understand what's happening in the area, identify current and emerging issues, channel resources to address our communities' needs and help our region prepare for the future.

Since 1994, Community Foundation of the Lowcountry has been leading the community in making positive, sustainable change. Through our grantmaking and leadership initiatives, we help foster academic achievement, build economic prosperity, achieve healthy ecosystems, encourage healthy people, support social enrichment, and create vibrant neighborhoods. Our success is connected to the generosity of our donors and the expertise of our grantee organizations.

With more than \$70 million invested in the Lowcountry area since 1994, Community Foundation is the largest source of unrestricted philanthropic resources dedicated to Beaufort, Colleton, Hampton and Jasper Counties. Community Foundation has a staff of 12 full-time employees and is supported by a dedicated and committed Board of Directors comprised of 18 members.

### **THE OPPORTUNITY**

Moving forward, the Board believes that the Foundation's size, strength and community position present it with an opportunity for future growth and increased community impact. The new President & CEO will have the exciting opportunity to develop and execute a bold strategic plan, under the direction of a dedicated and engaged Board of Directors and a staff that is committed to making a difference in the community. The President will increase the prominence of the Foundation and enhance its position in community engagement and philanthropic leadership. He/she will be entrusted with the responsibility to improve quality of life in the Lowcountry; to serve as a leader, catalyst, and expert on charitable giving; to broaden the base of charitable giving in the Lowcountry; and to strive for measurable community improvement through strategic grantmaking in the arts, community development, education, health, social services and in other areas of community need. The President will also provide leadership as an empowering catalyst, convener and leveraged funder to facilitate solutions to challenges. He/she will establish a more proactive and focused asset development effort

to increase unrestricted endowed funds available for long-term community use and benefit. The President will also deploy efforts to ensure an increased emphasis on the benefits to donors, as well as continue the well-established commitment to the Foundation's nonprofit clients.

In addition, the President & CEO will empower, inspire and motivate the staff to collaborate, innovate and work together to achieve goals including furthering and strengthening outreach and relationships with current and prospective donors; advancing and growing the network of high wealth individuals, wealth managers and others that are engaged and knowledgeable about the community and the foundation; and continuing to maintain the strong financial position of the institution. The President & CEO will take charge and lead the largest and most vital community resource in the area. The successful candidate will build upon an already solid organization with transformative strategies for growth, aggressively build assets under management, and develop an even more proactive voice for the Foundation in the communities it serves.

### **POSITION SUMMARY**

The President & CEO, who reports to the Board of Directors, is responsible for the overall day-to-day leadership of the Foundation. Within the mission and policies approved by the Board, the President directs the grantmaking, fundraising, financial, public relations, and administrative activities of the Foundation. The position provides leadership in developing and executing a comprehensive strategic plan; collaborates with other leaders and decision makers in the broader community; provides the vision to address future challenges and opportunities in the community; fosters a developmental organizational climate that builds staff competencies and supports professional growth and development; and represents the Foundation as its key spokesperson and representative in the community among local philanthropic, nonprofit, business, faith-based, and public sectors.

### **CANDIDATE PROFILE**

We seek a leader who demonstrates a strong ability to raise community awareness and to clearly articulate an innovative message of vision and direction for the Community Foundation of the Lowcountry.

The person we seek is a self-starter who seeks out, cultivates and enjoys building and maintaining strong and authentic donor and stakeholder relationships. This person must be able to engender trust and empathy and relate to donors in a highly professional, honest and caring manner. This person will understand community investment at a high level and also have demonstrated experience and confidence in working with high level donors.

The ability to communicate exceptionally well in oral and written form is necessary for success in this position. As the key spokesperson for the Foundation, this person must be able to speak extemporaneously and appropriately on any number of subjects in a clear and transparent fashion in order to build trust and support. The qualified candidate must demonstrate success in reaching out to the community, participating with people of diverse socioeconomic backgrounds and building rapport with those who have varying viewpoints and perceptions. High integrity and sound judgment are essential to success in this role, as well as a commitment to philanthropy and the mission of The Community

Foundation of the Lowcountry. The ability to create the appropriate balance of resource acquisition and community commitment in the Lowcountry, where the extremes of assets and needs coexist, is essential.

We seek a leader whose passion for service to the community is demonstrated by a career-long dedication to and compassion for improving the human condition. Knowledge of the Lowcountry, along with an understanding and consideration for the special distinctions of the community, is of high importance. Leading, growing, restructuring and empowering both a dedicated staff and committed Board are needed skills as well. This person must have a demonstrated track record in implementing technology to enhance fundraising strategies, donor engagement and a higher level of community impact through the application of advanced technological, digital and social media strategies. The ability and interest to “wear many hats” as a leader must be evident. Energy, natural optimism, the ability to be a good listener and a quick learner are important personal attributes. A sense of humor and humility are also valued.

A bachelor’s degree from a four-year college or university is required; a graduate degree or degrees is preferred. Evidence of continuing professional education would be preferred. A demonstrated level of competency of current legal, regulatory, governance and tax issues related to a 501(c)(3) tax-exempt organization is expected. The ideal candidate will show a high level of participation in the life of the community in which he or she works through civic involvement, public service, volunteerism and club or social activities.

Applications and nominations are being received by Kittleman & Associates, LLC. To apply, please send a current resume and letter of interest to <https://www.kittlemansearch.com/community-foundation-of-the-lowcountry/>

For more information on the Foundation, please visit [www.cf-lowcountry.org](http://www.cf-lowcountry.org)