



Executive Director Position Announcement

The El Dorado Community Foundation (EDCF) was founded in 1991. Its mission statement is: “As stewards who embrace and cultivate living a life of purpose, our dedication is in serving those in need through the direct support of community and organizations who passionately give for the benefit of all.”

For more than 30 years, the EDCF has helped generous community members make the most of their charitable giving. It acts as a steward for local individuals and organizations who entrust their gifts to its care to build a permanent endowment for our community. Its Executive Director (ED) has worked closely with and been a conduit to leaders of government, education, healthcare, and the business community throughout El Dorado County.

The annual budget for the EDCF is over \$700,000 and currently has assets of approximately \$30M. Since its inception, more than \$25M in grants have been provided to non-profits, organizations and scholarships. In 2022 alone, grants totaled more than \$3.1M.

The EDCF has an active volunteer Board of Directors and currently has a staff of 7+ professionals to pursue its mission. The new ED will need to be ready to lead this vibrant Community Foundation. The ED serves as the Chief Executive Director, and is the key management leader of the EDCF, an accredited foundation approved by the National Council on Foundations. The ED is responsible for overseeing the administration, services and the strategic plan of the organization. The ED reports directly to the Board, which delegates responsibility for the management and day-to-day operations to the ED. The ED has the authority to carry out these responsibilities in accordance with the direction and policies established by the Board, and works with staff and volunteers to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

Leadership Attributes:

- Diplomacy
- Patience
- Established leadership
- Ability to delegate

- Dedicated to diversity, inclusion, and team building
- Strategic thinking and business acumen
- Responsibility for fiscal management within the approved budget
- Ability to anticipate the needs of the citizens in all areas of El Dorado County
- Proven ability to work with prospective donors, estate planners, attorneys, financial advisors and other members of the community

Education and Experience:

- Nonprofit leadership experience, or equivalent
- Experience working with Boards
- Experience coordinating and collaborating with leaders of local governments, nonprofits, education, healthcare, and the business communities
- Preferred 5 years of progressive executive experience supervising and managing staff
- Knowledge of public relations, marketing and fundraising for charitable causes
- Knowledge of organizational planning and human resource management
- Knowledge of accounting concepts and management software, with the ability to plan, monitor and evaluate budgets
- At least a bachelor's degree or commensurate experience and certifications

The Board of Directors has identified a salary/compensation range. Compensation for this position will be commensurate with experience.

Our goal is for the successful candidate to be able to start work no later than January 1, 2024.

Interested Applicants: Submit a "Letter of Interest" that fully explains how your interest and background is aligned with the stated leadership attributes, education and experience to:

bill@eldoradocf.org or EDCF Search Committee
PO Box 1388
Placerville, CA 95667

Emailed submissions are encouraged.

Letters of Interest must be received by 5:00 p.m. PST on June 30, 2023.