

Johnson County Community Foundation
President & CEO
(Adopted by the Board of Directors on March 21, 2023)

The Johnson County Community Foundation's (JCCF) mission is to enhance the quality of life for all citizens of Johnson County, now and for future generations to come, by building community endowment, addressing needs through grantmaking, including scholarships, and providing leadership on key community issues. We connect people who care with causes that matter.

Job Classification and Compensation

Full-time, salaried, exempt position with flexibility for special events and meetings scheduled beyond the standard office hours. Compensation commensurate with individual experience and qualifications.

Position Summary

The President & CEO is hired by, reports to and is evaluated by the Board of Directors. This person is ultimately responsible for all aspects of JCCF's work, including development, public relations, philanthropic services, financial management and grantmaking, with the oversight and direction of the Board. This person is responsible for implementation of Board policies and plans towards the attainment of goals to ensure growth, development and accomplishment of JCCF's mission and vision.

The President & CEO position offers significant responsibility, challenge, diversity of duties and substantial opportunity to serve the Johnson County community. The President & CEO serves as a model for other employees in respect to job commitment and dedication.

Desired Skills, Experience, and Personal Attributes

- Minimum of Bachelor's degree, preference of Master's degree, with emphasis on liberal arts, business or nonprofit management.
- Five or more years of leadership experience in management, staff and volunteer management, policy development, asset development, donor relations, grantmaking and/or related fields.
- Substantial experience working with volunteer Boards or committees to accomplish common goals.
- A demonstrated commitment to serving the Johnson County community.
- Ability to relate successfully to people of all socioeconomic and age groups.
- Excellent interpersonal skills including the ability and willingness to work closely as a team member.
- Expertise with computers, especially Microsoft Office products. Proficiency with internet research and social media platforms. The ability to learn and master specialized donor tracking and fund accounting software.
- Integrity, discretion and maintenance of confidential information.
- High energy, self-direction and strong work ethic.
- Proven ability to envision, set and reach ambitious goals.
- Excellent organizational, written and public speaking skills.
- Proven track record and experience in grantwriting, fundraising (including major gifts and planned giving), financial management, and media relations.
- Capacity to assess community needs and priorities and evaluate funding programs and requests with patience, open-mindedness, mature judgment, and creativity.

The Johnson County Community Foundation is an equal opportunity employer and encourages applications from persons of all backgrounds.