Executive Director-Lima Community Foundation

Position Profile

# Introduction to the Lima Community Foundation

In 1965 a group of 15 individuals saw a need for an organization to help support Lima and Allen County by connecting people who wanted to give back to the community through organizations that made a difference in our community. The ​Lima Community Foundation has a rich history of supporting and improving the quality of life for the residents of Allen County, Ohio.

The Foundation now stewards more than 100 different funds with assets totaling $8 million. The Foundation awards more than 75 scholarships each spring, designated towards high school, college, and non-traditional students taking the next step in their academic and professional journeys.

The Foundation offers donors a comprehensive array of philanthropic tools, including donor advised funds, seed funds, and permanently endowed funds. By partnering with local investment advisors, the Foundation provides donors with professional management of their gifts. The Foundation is ready to meet the challenge of growing its permanently endowed funds to meet the current and future needs of Allen County’s residents.

Staffing includes the Executive Director, a part-time Finance Officer, and a Scholarship Officer who works on a contract basis. The Foundation outsources its accounting services and recently converted its database and foundation management system to AkoyaGO.

# The Opportunity

The Executive Director (ED) of the Lima Community Foundation has a tremendous opportunity to build the Foundation’s impact and to guide the Foundation, the city, and Allen County to an even brighter future.

Relationships are at the heart of the Foundation’s work. The ED will relish the chance to forge new connections, while nurturing existing ones. The ED will be a confident ambassador for Lima Community Foundation and Allen County, representing the whole community. And, they will make room at the table for underrepresented groups and new voices, encouraging dialog that yields new ideas and inspires new initiatives.

The ED will have their finger on the community’s pulse, working with the board to identify the most pressing needs and adapting quickly to emerging priorities. They will identify Foundation initiatives that encourage prosperity and opportunity for all residents, such as downtown revitalization, and engage donors in support of these initiatives. Diversity, Equity, and Inclusion guide all facets of the Foundation’s work, and the ED will embrace these principles. By seeking input from their neighbors, the ED will find new ways for the Foundation to support the wellbeing of all who call Lima and Allen County their home.

The new ED will ensure that the Foundation becomes a leading community resource—not just for funding, but for information, advice, and advocacy. They will foster cooperation and collaboration among Lima and Allen County residents. And, they will inspire the confidence of their community and the generosity of donors.

# About the Position

The ideal candidate will have, or can quickly develop, deep knowledge of Lima and Allen County’s challenges, opportunities, culture, and ambitions for the future. This candidate may be currently serving as a vice-president or assistant director at a local non-profit organization or have served in fundraising or donor engagement roles. Significant experience working with, and leading, voluntary groups, committees and community organizations will be highly valued.

## Key Position Functions

Board Relations – Establish and maintain strong board relations including supporting the board in recruitment, board development and growth, and evaluation. Provide ongoing communications and reports to the board and committees. Serve as liaison and provide board with leadership and best- practice support; serve as ex-officio member of board committees.

Convening and Building Networks – Develop and maintain strong community relationships and networks. Convene community leaders on strategic topics and initiatives related to the Foundation’s interests.

Financial Management – Lead and provide sound financial management practices and support. Oversee financial budget management and monitoring. Ensure accurate financial reporting and support the board in financial oversight. Manage third parties that provide financial investment counsel and custody.

Fundraising – Lead fundraising and development activities, including development planning, annual campaigns, event fundraising, and planned gifts. Ensure effective donor relations and stewardship. Oversee all fundraising operations, data management, reporting, and relationships.

Grantmaking – Oversee and lead grantmaking activities including grant review, grant monitoring, and reporting. Ensure grantmaking is consistent with Foundation strategies and goals.

Marketing, Public Relations, and Communications – Oversee the Foundation’s marketing and communication efforts to increase the community’s awareness of the Foundation’s priorities and

initiatives. Serve as the Foundation’s public face; represent the Foundation and speak at public, civic, and donor events. Oversee the Foundation’s print and digital communications.

Operations Management – Lead day-to-day operations and human resource management. Build and develop an effective team. Ensure compliance with laws and regulations; develop and communicate effective policies and operating procedures.

Strategy and Planning – Lead strategy and planning efforts to ensure that the Foundation’s work aligns with board direction, strategy, and vision. Strategy and planning include the diversity, equity, and inclusion lens in all strategy and planning work. Ensure that the staff team has operational plans that enable the Foundation to achieve established strategic objectives.

## Qualifications

Candidates shall have the following desired qualifications:

* Five years’ experience in a management and leadership position with responsibility for serving diverse community constituents and clients. Experience evaluating constituent needs; developing and implementing strategic and operational plans to meet the organization’s objectives.
* Degree in public administration, business administration, finance, nonprofit management, or related field or equivalent knowledge/experience.
* Nonprofit sector leadership; fundraising and donor relations experience; board relations; convening community stakeholders to meet community needs and objectives. Experience with grantmaking and/or foundation programs and management.
* Master’s in Public Administration or Business Administration
* CFRE or Chartered Advisor on Philanthropy (CAP) designation

Salary and Benefits

$60,000- $75,000 per year, commensurate with experience; health insurance; vacation, sick leave; access to professional education opportunities

# Board of Directors

Karen A. Boitnott, Chair

David W. Hardy

Everett S. Kirk III

Parker MacDonell, Secretary-Treasurer

Robert Meredith

Robert E. Shenk

Elizabeth W. Winget

# Application Process

Deadline for receiving resumes: close of business, June 19, 2023

Applications will be reviewed as they are received. All applications are considered highly confidential.

**Search Committee**

**Lima Community Foundation**

**LCFDirector@limacommunityfoundation.org**

To learn more about the Lima Community Foundation, visit:

[www.limacommunityfoundation.org](http://www.limacommunityfoundation.org)