

THE TAOS COMMUNITY FOUNDATION, INC.
JOB DESCRIPTION—CHIEF EXECUTIVE OFFICER

Taos Community Foundation (TCF) is a granting organization with more than \$20 million in assets, which currently grants more than \$3 million annually to nonprofit organizations throughout our service area to support a wide variety of community initiatives. The Chief Executive Officer leads and manages the Foundation's organizational planning, donor development, fund raising, asset growth, marketing, community investment, and partners with other nonprofits to drive positive community change.

CORE VALUES

The Board and staff are committed to core values of equity, collaboration, community, generosity, and transparency. TCF has a community-centric approach in its grant making and is known by donors and partners for being a trusted, professional, and visionary organization. The passionate and expert staff value working in partnership to engage the community in making Taos and the surrounding communities a fabulous place to live, work, and play for our whole community.

TCF secures permanent and growing assets for the area's changing needs, serving as the perpetual community endowment funding projects, programs and scholarships that benefit education, the arts, and human needs in the greater Taos area. We create, pursue, and execute initiatives targeting immediate community needs, while offering donors a wide variety of tax-deductible options, large and small, to participate in the future development of our communities.

DIVERSITY, EQUITY AND INCLUSION (DEI)

The Taos Community Foundation is an inclusive organization committed to the advancement of diversity, equity, and inclusion, and we strive to make Taos a place where all people can fully realize their aspirations.

In 2022, TCF began creating and implementing a new strategic plan that places Social Equity in the forefront and which is currently focusing on the issues of housing, education, and inclusion.

TCF actively works to infuse equity practices into its culture and operations, while also inspiring the local nonprofit community of over 100 organizations in its efforts to do the same. TCF is working thoughtfully and deliberately to improve its diversity, equity, and inclusion knowledge and abilities because it believes doing so is critical to the success of the philanthropy and nonprofit sectors.

BOARD OF DIRECTORS

Taos Community Foundation is governed by a 15-member, volunteer Board of Directors. The Board assumes fiduciary responsibilities, and oversees business affairs and the assets of TCF, including the endowment, and approves the distribution of funds awarded for grants and scholarships.

The TCF Board of Directors aspires to be a model of a highly effective community foundation board that makes the most of foundation Directors' talents to provide governance and leadership to maximize the foundation's short- and long-term opportunities and impact.

POSITION DESCRIPTION

The Chief Executive Officer's primary responsibilities are fundraising, promoting philanthropy, representing the organization in the community, and expanding the visibility and viability of Taos Community Foundation. The CEO also has overall responsibility for management and oversight of TCF's day-to-day activities and operations.

CORE COMPETENCIES

Strategic Leadership and Planning / Vision / Relationship Building / Decision Making / Judgment / Self Motivated / Trust Building / Organizational Leadership/ Integrity/ Adaptability and Flexibility / Technical and Professional Knowledge and Proficiency / Constituent Focus and Service

JOB SUMMARY

This top-level executive leads the growth and development of the Taos Community Foundation, ensuring it is capable of delivering on its long-term vision. Specifically, the CEO ensures TCF's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization. Associated responsibilities include carrying out policies and procedures; managing overall operations, including personnel supervision and administration; hands-on daily financial management; monthly, quarterly, and annual reporting; building the annual budget; and coordinating the annual audit. The CEO plays a valuable role in board training and development, in executing the goals of Taos Community Foundation and as set forth in the strategic plan, and in carrying out its mission.

REPORTING

The Chief Executive Officer reports directly to the Chairman of the Board and works collaboratively with the Board of Directors.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Financial Control & Investments

1. Works as an effective partner with the Board in providing vision, strategy, and leadership.
2. Confers regularly with the Chair and Executive Committee. Works as a team member with the Chair, officers, and various committee chairs to implement Board decisions. Assists with the development of goals and long-range planning and progress reports.
3. Attends all Board and Executive Committee meetings and the majority of other committee meetings as needed. Provides the Board and Executive Committee with complete, accurate and timely reports.
4. Enforces financial policies and guidelines to ensure assets are protected and utilized effectively, internal controls are adequate, and investment returns optimized in compliance with TCF's Investment Policy; ensures that policies and procedures are in place to allow TCF to function in an ethical, legal, cost-effective, and efficient manner.
5. Positions TCF to positively weather economic fluctuations and turmoil by continuing to build operating reserves by proactively engaging current and future investment managers.
6. Ensures that TCF is in compliance with all federal and state regulations and has sufficient internal controls to operate in accordance with new or revised regulations.
7. Oversees TCF's annual budgeting process and monthly financial tracking. Produces monthly financial reports for the foundation's Board of Directors.

8. Oversees the annual audit, including preparation of schedules, compliance, and any response to the management letter.
9. Ensures that the flow of funds permits TCF to make continuous progress towards the achievement of its mission and that funds are allocated properly to reflect present needs and future potential.

Leadership

1. Provides vision and leadership to the Board and staff, ensuring that the organizational values of collaboration, cooperation and consensus are upheld personally and fostered within the organizational culture.
2. Works together with the TCF Board and staff to update and implement the strategic plan set by the board and provide regular evaluations of progress toward goals.
3. Works closely with the Chair of the Board to ensure that communication is dynamic and valuable and that the staff and Board work in sync to achieve organizational priorities.
4. Works closely with the Board to ensure the development of strong Board governance; establishes clear lines of communication and organizational transparency; represents TCF by effectively communicating the organization's mission, vision and program priorities to staff, Board members, donors, fund holders, nonprofit partners, and the public at large.
5. Elevates the level of leadership, influence, and recognition of TCF in the community; builds a reputation for being an indispensable part of the community's leadership.
6. Expands awareness of TCF to the served community.

Asset Development & Fundraising

1. Is the primary external face of the Taos Community Foundation; effectively represents the organization and the value of community philanthropy to the public at large and specifically with professional advisors (e.g., attorneys, CPAs, financial planners) and donors.
2. Encourages and facilitates philanthropy among a broad base of participants; strives for inclusiveness and collaborative efforts to solve larger community needs.
3. Ensures that the Board is supported in its community engagement efforts; facilitates and trains the Board in advocacy for community philanthropy and in operational fundraising.
4. Grows TCF's assets and operational endowment to support the organization's long-term sustainability, as well as the needs of TCF's beneficiaries.
6. Personally works with advisors and donors to support their philanthropic wishes and guide them to maximize the impact of their philanthropic goals.
7. Develops additional operating income for TCF, primarily through growing the endowed funds, and also direct support of TCF and its initiatives.
8. Assists in the preparation of grant and contract proposal budgets and reports, as appropriate.

Operational, Staff and Program Management

1. Reports key information to the Board of Directors regularly and in a timely fashion, including the financial health of the organization; specific updates on fundraising progress; and financial status relative to budget, liquidity, and cash flow. Provides additional timely reporting as required to keep the Board appropriately informed of any significant change in financial or operational status.

2. Manages the day-to-day operations of the Taos Community Foundation, including overseeing grant administration and operations; and ensuring compliance with all policies, and legal and contractual obligations.
3. In collaboration with the controller, supervises and monitors TCF's day-to-day accounting, cash flow, budgets, and internal controls.
4. Ensures that TCF is in compliance with the National Standards for U.S. Community Foundations and maintains accreditation by the Council on Foundations.

Strategic Planning

1. Collaborates with the Board to create, refine, and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with Taos Community Foundation's core mission.
2. Creates and evaluates measurable long- and short-term goals and objectives. Establishes and implements effective decision-making processes and procedures that will enable TCF to achieve these goals.
3. Develops a strong and transparent working relationship with the Board to ensure open communication and evaluation of financial, programmatic, and impact performance against stated milestones and goals.
4. In partnership with the Board, helps build a diverse and inclusive Board of Directors that is representative of the community, highly engaged, and willing to leverage and secure resources.
5. Works with the community to maintain awareness of community needs and opportunities to position TCF appropriately as a partner, funder, collaborator, and catalyst.

BACKGROUND

1. 5+ years of nonprofit management and leadership experience
2. Experience in long range planning and visioning, policy development.
3. Master's degree (preferred) in a related field (nonprofit management, organizational development, leadership, fundraising/fund development, finance, or similar)
4. Taos County resident or willing to become one.

SKILLS & EXPERIENCE

1. Visionary, sound judgment, personal integrity, ability to understand complex issues and challenges; creative problem solver; critical thinker; board management skills; broad community and nonprofit knowledge; experience working with donors, volunteers, and committees.
2. Demonstrated leadership in propelling an organization forward through strategic planning.
3. Demonstrated commitment to diversity, equity, and inclusion.
4. Ability to meet deadlines and motivate others to do so in a highly collaborative environment.
5. Outstanding attention to detail and follow through.
6. A critical thinker who possesses reasoning skills suitable to execute all assigned tasks and responsibilities, even with frequent distractions and multiple priorities.
7. Strong financial and organizational management experience; knowledge of financial instruments; familiarity with rules, regulations, and standards for Community Foundations.

8. Successful experience leading, motivating, and supporting managerial-level staff.
9. Experience with a grantmaking organization or similar experience with nonprofit organizational assessment and development and/or knowledge of Community Foundation best practices.
10. Past success in building deeply productive relationships with donors and partners.
11. A true strategic thinker with a strong bias for action.
12. Proficiency in Word, Excel, Outlook, and PowerPoint; working knowledge of computer-based fund accounting systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision. The employee must be able to drive/travel independently regularly within northern New Mexico.

SPECIAL REQUIREMENTS

The duties and accountabilities outlined in this Job Description are not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. This job position will require an individual to work hours outside a normally defined workday or workweek. The employee is required to have a valid driver’s license in the State of New Mexico or the ability to receive one before the start date.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me and confirm that I meet the qualifications listed and I can perform the duties and responsibilities as stated for this position. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Applicant’s Signature

Date

Supervisor

Date

APPLICATION PROCESS

To apply, upload resume, cover letter, and salary requirements via email to: applicants@taoscf.org.

The Taos Community Foundation is proud to be an Equal Opportunity Employer. We encourage applications from individuals of all abilities, sexual orientation, race, ethnicity, faith, age, gender perception or identity, marital status, protected veteran status or any other status protected by law.