

## Taos Community Foundation

### Chief Executive Officer

***Taos Community Foundation seeks a Chief Executive Officer to lead the Foundation and catalyze meaningful community improvement through the advancement of strategic place-based philanthropy in the Taos community; advance the Foundation's commitment to diversity, equity, and inclusion; and modernize the Foundation's operations through new technologies and strategic partnerships and alliances.***

#### **BACKGROUND**

The [Taos Community Foundation](#) (TCF) was founded in 1994 and is one of eight community foundations in New Mexico. The Foundation is focused on supporting effective philanthropy to meet community needs in the greater Taos community and western Colfax County and, more broadly, north-central New Mexico. The Foundation manages more than \$20 million in charitable assets and disburses some \$3 million annually.

Taos is a prominent part of northern New Mexico and is surrounded by stunning natural beauty, including the Sangre de Cristo Mountains, the Rio Grande Gorge, and the Taos Ski Valley. The town is a popular destination for hiking, biking, skiing, and fishing as well as the arts. However, Taos also faces considerable modern challenges, particularly widening economic inequality and declining affordability, on top of historical challenges regarding social, political, economic, and cultural inclusion that have fallen disproportionately on families with children and older residents for whom the community has been home for generations.

Today, Taos County has slightly more than 35,000 residents, of which 5% identify as Native American and 57% identify as Hispanic, with less than 1% identifying as Asian, Black, or Pacific Islander. With a median household income of roughly \$49,000 and per-capita income of \$32,000, more than one of every six persons and nearly one in five children in Taos County live below the poverty level.

Historically, the Foundation has operated primarily in the traditional community foundation model with a focus on raising money from individuals for donor-advised funds for which it disburses grants while also collaborating with social purpose organizations to develop endowment funds. The TCF seeks to build on the vision of its founders to be a driving force in advancing equitable improvement of the lives of residents of the greater Taos area.

#### **BASIC FUNCTION**

The CEO is responsible for strategic planning, direction, management, implementation, and evaluation of the Foundation's operations. Reporting to a board of 15 and leading and managing a staff of 5 professionals, the CEO will bring operational leadership and commitment to social change and results; will help evolve the Foundation's operations from primarily disbursing small grants supported chiefly through donor-advised funds to a clear focus on catalyzing meaningful community improvement through the advancement of strategic place-based philanthropy in the greater Taos community; and will modernize the Foundation's operations through new technologies and strategic partnerships and alliances.

## **MAJOR RESPONSIBILITIES**

The CEO will have the following major responsibilities:

- **Diversity, Equity, and Inclusion:** Serve as a visible leader of the Foundation's commitment to equity, inclusion, diversity, and belonging and advance equity throughout the greater Taos community.
- **In the first 120 days,** work with the Board and staff to thoroughly understand all facets of the Taos Community Foundation ecosystem – including its diverse business, nonprofit, community, and civic society constituents – and develop a strategic plan to achieve the mission, goals, and vision of the Foundation.
- **Management:** Work with the Board and staff to develop appropriate policies to ensure the efficiency and effectiveness of the Foundation's operations. Establish annual performance measures that support the Foundation's strategic plan and ensure that appropriate systems are in compliance with all legal and regulatory requirements to facilitate the development and delivery of programs and services, policy development, administration, operations, and resource development.
- **Program Development:** Identify opportunities to make rapid progress toward improving the lives of community members in its grantmaking and areas such as impact investing, Foundation-led initiatives, advocacy and public awareness campaigns, capacity building, and technical assistance.
- **Fundraising:** Build unrestricted funds for the Foundation to invest strategically to achieve solutions to the community's most significant concerns.
- **Financial Management:** Develop annual budget, ensure solid planning, manage financial reporting, and regularly communicate financial and budgetary matters to the Board. Strategically invest the Foundation's assets in vehicles that promise equitable expansion of economic opportunity in the community, improve community conditions, and generate a financial return.
- **Leadership and People Management:** Hire and lead staff in managing and administering the Foundation's day-to-day operations. Create a strong, results-based culture throughout the organization.
- **Partnering and Advocacy:** Develop alliances and partnerships with other nonprofits, individual donors, governmental agencies, businesses, private foundations, and other stakeholders to extend and amplify resources to and educate these entities in the importance of strategic philanthropy to strengthen the social good sector. Be on the ground visiting and connecting with communities in the greater Taos community, northern New Mexico, and across the state to assess needs and, with them, desired outcomes and solutions.

## **OVERALL RESPONSIBILITIES**

- Become a visible member of the community capable of leading the Foundation's outreach to the community and providing approachable, inclusive leadership throughout the community while advocating for meaningful social good.

- Cultivate deep interest in and understanding of the challenges and opportunities facing the greater Taos community and northern New Mexico with an enthusiasm for tackling these challenges and a passion for advocating on behalf of the residents of all of its diverse communities.
- Advance a culture of community philanthropy throughout the greater Taos community, northern New Mexico, and the State of New Mexico in which communities themselves are empowered to set priorities that guide philanthropic efforts.
- Support the Foundation’s Board of Directors to provide the highest level of fiduciary, strategic, and generative governance.
- Consistently assess the Foundation’s capacity to identify opportunities for improvement and encourage and empower all Foundation staff to do the same.
- Ensure that the Foundation can operate most effectively by securing, with the Board, the resources necessary for building or strengthening these capacities.
- Review the Foundation’s operations with the Board of Directors and staff to identify opportunities for evolving or introducing new programming or services.
- Inspire supporters – particularly those that can contribute significant additional resources, including those from outside the community – to increase the resources of the Foundation’s unrestricted endowments and other funds by demonstrating the success of the Foundation in improving the lives of community members, particularly those from prioritized populations.
- Improve the Foundation’s capacities for more effective operations, better governance, and greater impact through the introduction of new technologies, including the routinization of basic business functions to external service partners, and development of strategic partnerships and alliances.

### **CANDIDATE EXPERIENCE AND CHARACTERISTICS**

The ideal candidate will have the following experience and qualifications:

- Significant management and leadership responsibility in nonprofits, businesses, foundations, government, or the academic sector – and preferably across multiple sectors – with the potential to expand the Foundation’s outreach for support beyond local stakeholders to regional and national philanthropic institutions and resources.
- Expertise and knowledge in long-range and strategic planning, fiscal management, fundraising strategies, community and economic development, program development and management, and personnel management. Knowledge of economic data and trends in the nonprofit industries.
- Proven ability to work successfully with donors, community leaders, educators, political and business leaders, and boards to develop a unified plan to strengthen communities, preferably in the greater Taos, northern New Mexico, and the State of New Mexico regions.
- Deep familiarity with the need for diversity, inclusion, and belonging to achieve equitable social progress.

- Outstanding oral and written communication skills, including the means to address issues in non-confrontational and non-polarizing ways, but nevertheless with determination and cultural sensitivity. A track record as an effective communicator with diverse groups and media channels.
- Proven ability to operate effectively in a complex environment where social good is the guiding principle and resources are limited. Ability to work effectively with diverse interests through coalition building, community relations, and advocacy.
- Practical experience marketing and raising the public profile of foundations or nonprofits and practical experience in connecting with donors and other stakeholders.
- A good listener and strategist who is comfortable receiving input from many sources and able to analyze and formulate disparate information into a sound, well-organized plan; intrepid yet tactful; determined yet respectful of others' concerns; someone with the flexibility and creativity needed to find alternative ways to reach objectives when barriers arise; a skilled negotiator who does not drive themselves or others into a corner.
- A team builder – confident and competent, with strong skills in management and leadership – who understands the subtleties of motivating and directing a diverse group of personalities with different work styles.
- A model of personal integrity and accountability with a commitment to the highest level of professional ethics.
- A demonstrated leader in fundraising.
- Exceptionally versed in and committed to social change and results-based leadership.
- Fluency in Spanish and/or Northern Tiwa would be a plus for a CEO serving our diverse community.

### **COMPENSATION AND BENEFITS**

**Salary Range:** \$100,000 – \$140,000 annually with a comprehensive benefits package including medical, retirement, and vacation benefits.

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