Executive Director Opportunity

Overview
The Palo Alto Community Fund (PACF) is seeking an Executive Director to build on our strong record of local philanthropy which is rooted in the forward-thinking innovative spirit of our community. We are seeking a collaborative leader and self-directed manager who will continue to guide and steward the efforts of our highly effective and efficient community fund with lean operations.

PACF focuses on the communities of Palo Alto, Menlo Park and East Palo Alto. This year we will invest over $850k in local organizations and since our inception in 1979, we have granted over $5.5M. These gifts have provided seed money to launch new programs, early funding for fledgling organizations, and support for ongoing worthy projects. Because our areas of funding are diverse, the impact of our grants has been significant.

PACF’s work is supported by a diverse funding base of local donors, businesses, cities and foundations. Our annual budget is approximately $1M inclusive of our grantmaking. We currently manage over $6M in assets dedicated to benefit present and future generations.

The Executive Director works in partnership with an active and engaged 25-member Board of Directors that are knowledgeable volunteers with experience in our community. The Executive Director maintains strong relationships with grantees, donors, civic and nonprofit leaders, and numerous community groups.

PACF’s recent strategic planning process was informed by our community and resulted in the following focus: If we are to be instrumental in continuing to build and support three thriving communities, we must build awareness of our mission and impact, expand and restructure our grant making to maximize impact and embrace trust based philanthropy, develop a deeper understanding of the local nonprofit landscape and community needs, and update our processes and staffing to achieve these goals.

The Ideal Candidate
The incoming Executive Director will bring energy, integrity, and agility to support our community and navigate change. Experience as a relationship builder, volunteer leader, and strategic thinker is essential as well as a proven track record of attracting and sustaining a broad base of volunteer and financial support. Candidates should enjoy working in a volunteer-driven organization that values a diverse cultural and economic base of support. This is a part-time, 30 hour a week, exempt position and is supported by a part-time assistant. We are based in the Sobrato Center in Redwood City and are exploring plans to move to Palo Alto in the near future.

For more detailed information about PACF, our mission, history, values, grantees, and leadership team, visit our website at https://paloaltocommfund.org/
Essential Requirements

The ideal candidate will have many of the following skills and experience:

- Leadership experience in a paid or volunteer role in an organization committed to community service and philanthropy
- Understanding of the issues and trends impacting the diverse socio-economic communities of the Mid-Peninsula
- Successful track record with major donor engagement and stewardship, developing and executing volunteer-led campaigns including the ability to effectively engage Board members in making the “ask”
- Demonstrated capacity to sustain collaborative relationships with community members from diverse cultural, economic and political perspectives
- Experience working and partnering with an engaged community-based Board of Directors
- Exceptional communication and marketing skills including writing, public speaking, meeting facilitation, and consensus building
- Financial and/or business management with similar revenue streams, including budgeting and oversight, nonprofit compliance and reporting
- Ability to steward the foundation toward shared visions and effective fundraising plans in response to changing community needs and opportunities

In addition, candidates will need to:

- Effectively use technology; social media; accounting, grantmaking, and donor database applications. QuickBooks, Arreva, and SmarterSelect software experience helpful
- Work occasional nights and weekends as needed to support Board and community events
- Provide own car, insurance, and valid driver’s license or other means to travel throughout the Mid-Peninsula
- Pass a comprehensive background check

Deadline for applications: May 8th or until the position is filled

Estimated start date: June/July

Compensation: PACF is prepared to offer a competitive nonprofit compensation package commensurate with experience that includes a flexible work schedule particularly during the summer and the opportunity to lead a well-respected and highly visible organization. Though candidates from beyond the Bay Area are encouraged to apply, funds are not available for relocation or housing assistance.

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest, fit with each of the essential qualifications listed, compensation requirements, and experience along with a current resume to: PACFsearch@Leadershipintransition.org with “PACF ED Search” in the subject field. Resumes must have a cover letter to be considered. Inquiries from candidates are welcomed and should be directed to Margaret Donohoe, our transition consultant, at (408) 979-0572.
Executive Director Job Responsibilities

The Executive Director works in partnership with an active 25-member Board team organized into five committees: Marketing and Development; Finance and Endowment; Grant Process Management; Community Engagement; and Nominating and Governance. The percentages are provided as a guideline to the incoming Executive Director given the organization’s focus for the first 12 to 18 months of the job.

Fundraising, Stewardship, and Community Relations (40% of job responsibilities)
- Provide a credible and informed presence for PACF in the community
- Expand the visibility of PACF and its value as an important partner in addressing community needs
- Oversee the planning, implementation and evaluation of the annual fundraising campaign
- Steward relationships with individual donors, businesses, foundations and community leaders
- Provide leadership and planning of donor and community events
- Develop compelling, accurate, and timely funding proposals and reports
- Create marketing and communication strategies as well as content for collateral materials including the website, social media, newsletter, donor and promotional materials

Grant Making, Oversight, and Evaluation (25%)
- Maintain a thorough knowledge of the local issues, stakeholders, emerging community needs and nonprofit services
- Position PACF as a thought leader in local community philanthropy
- Engage the Board in major donor solicitation and fundraising activities
- Evaluate and restructure grantmaking to maximize impact and embrace trust-based philanthropy
- Provide oversight and guidance to the grantmaking process, including proposal reviews and monitoring
- Provide technical assistance and support to grantees to ensure accountability

Board Partnership and Engagement (20%)
- Support the Board, Advisory Board, and committees in their roles and responsibilities by providing support, education, planning, and leadership
- Ensure effective communications and linkages between Board committees
- Serve as ex-officio, non-voting member of all Board Committees
- Assist the Board in identifying, recruiting, and engaging Board members with the essential skills to support the mission and vision of PACF
- Work in partnership with the Board to ensure that meetings are informative, efficient, and interesting
- Report to the Board regarding organizational objectives, financial status, and other relevant issues

Management and Administration (15%)
- Ensure PACF’s financial sustainability through realistic budget planning, reporting, and monitoring
- Evaluate internal operations, policies, staffing, and procedures to ensure they are appropriate for the size and vision of PACF
- Oversee accurate financial and donor data entry and records
- Support the preparation of the annual tax filing
- Ensure compliance with policies established by the Board of Directors and with all federal and state regulations
- Negotiate all contracts and grants
- Evaluate and implement the new strategic plan as well as the staffing and budgets that are realistic, sustainable and reflect our mission, values and goals