Position Specification

Greater Washington Community Foundation

President & Chief Executive Officer

Private and Confidential
Position Specification

Ref: President & Chief Executive Officer
Greater Washington Community Foundation

Our Client
Since 1973, the Greater Washington Community Foundation (The Community Foundation) has been a champion of thriving communities and a catalyst for change through local philanthropic engagement, effective community investment, and civic leadership. They work with donors and partners to enhance the quality of life in the District of Columbia, Montgomery County, Northern Virginia, and Prince George’s County by aligning resources and leveraging shared interests to amplify impact. As the region’s largest local funder, The Community Foundation has invested more than $1.2 billion to build more equitable, just, and enriching communities where all residents can live, work, and thrive.

As a tax-exempt public charity, The Community Foundation is a trusted steward of local charitable assets with the ability to accept donations and make grants to effective nonprofits. They manage hundreds of charitable giving funds on behalf of generous individuals, families, and businesses. The Community Foundation also partners with donors to pursue their charitable goals, identify impactful nonprofits, and pool resources for the greater good of the regional community. For over 40 years, donors have relied on The Community Foundation to make charitable giving easy, flexible, tax-smart, efficient, personal and deeply rewarding. They are accredited by the Council on Foundations for meeting its national standards for community foundations and maintain a four-star Charity Navigator rating and GuideStar Silver Seal of Transparency.

The Community Foundation works by mobilizing philanthropy for the greater Washington region, providing a stable funding source to ensure a robust nonprofit sector that is equipped to respond to today’s needs and tomorrow’s challenges. It offers deep community knowledge, expertise and insight to connect caring people with causes that matter. With a bird’s eye view of the region’s nonprofit sector, it understands the greatest needs facing our communities and the organizations that can best serve them. It tackles the region’s most pressing challenges by bringing together leaders from across philanthropy, business, local government, civic institutions, and other funders. And as a leading convener and advocate for its community, it helps inform, influence, invest in and direct key strategies to accelerate meaningful and systemic change.

In FY2019, The Community Foundation received more than $66 million in donor contributions and granted out more than $64 million to a diverse range of causes that can make a lasting change; including human services, education, the environment, health, the arts and economic development. The Community Foundation has over $339 million in assets under management and they make 73% of their grants to the Greater Washington region.

The Role
The Community Foundation exists to build thriving communities by providing community leadership, inspiring local giving, promoting civic engagement, and guiding strategic philanthropy. The next President and Chief Executive Officer will be a deeply passionate leader and advocate for the region. S/he will possess the drive and charisma to amplify the Foundation and cultivate new partners, funders and other stakeholders. S/he will be a strategic and inspiring thought leader, who is able to balance the
need for significant focus on external and local representation with a clear commitment to the operating health and well-being of The Community Foundation’s staff and partners. S/he will be sensitive to and celebrate the region’s diversity.

Reporting to the Board of Trustees, the CEO will work collaboratively and proactively with Board members and staff to build on The Community Foundation’s history and past successes and build a transformational strategy for asserting The Community Foundation’s impact in the future. In leading the team to execute this strategy, the CEO will be a tireless champion of The Community Foundation’s mission and commitment to the Greater Washington Region, engaging seamlessly with a wide range of local communities and continuing to build the Foundation’s presence among philanthropic and nonprofit partners.

The CEO’s specific responsibilities include:

- **Transformational Leadership**: Guide the organization and provide strategic thought leadership to The Community Foundation, its staff, Board, and key stakeholders. Serve as a catalyst to increase the Foundation’s presence and bring creative and innovative problem-solving in accordance with the mission. Effectively navigate complex political and funding systems. Ensure that all activities and programs meet the highest standards of ethics and transparency and are aligned with the Foundation’s values.

- **Fundraising and Business Development**: Attract new partners, advocates, donors and volunteers. Must be able to lead The Community Foundation in building on its impact by increasing assets and attracting a broader high net-worth and next generation funding base. S/he must be skilled in coalition building, working in partnership throughout the region to achieve maximum collective impact.

- **Connective Convener and Relationship Building**: This individual will amplify the visibility of The Community Foundation and its stature in the region. It is essential that the successful candidate is able to convey The Community Foundation’s activities effectively and persuasively to the staff, thought leaders, and the broader public with their energy and thoughtful communication tools.

- **Board and Staff Partnership**: Work closely with the Board of Trustees and staff to develop an organizational strategic vision and determine alternatives for growth, long-term sustainability and competitive differentiation; Collaborate with the Board of Trustees in the articulation and implementation of an ongoing plan to enable the pursuit of the strategic vision.

- **Operational and Organizational Management**: Provide guidance and leadership on all internal financial, operational, and staff development matters; continue to cultivate a culture of equity, transparency, collaboration, and accountability throughout the organization and effectively delegate responsibility to ensure the operating excellence of the organization.

**Candidate Profile**

In terms of the performance and personal competencies required for the position, we would highlight the following:
Position Specification

The Community Foundation’s core mission is to build thriving communities that are more equitable, just, and enriching places for all residents to live, work, and thrive. Underlying all of this is a deep belief in the need to serve and give voice to underrepresented populations. The successful candidate will have demonstrated experience working with diverse communities and a strong commitment to these values. The Community Foundation seeks a highly energetic, effective, credible, strategic, charismatic, relationship and community-oriented leader to build on the current success of The Community Foundation. The successful candidate will demonstrate the capacity for leadership through vision, communication, action, and passion for the mission of The Community Foundation and the community it serves.

In terms of the performance and personal competencies required for the position, we would highlight the following:

Connective Convener, Brand Builder, & Influencer

- The successful candidate will either have a demonstrated track record of leadership in the regional community or the ability to develop an allegiance to greater Washington, and a restless pursuit for the well-being of communities served by The Community Foundation.
- Enthusiastically and authentically connects and builds strong relationships within the region, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively.
- Ability to inspire trust and followership in others through compelling influence, powerful charisma, passion, and active drive.
- Adept at listening, informing, and contributing to a strategic vision, coupled with a willingness to be accountable for the oversight of implementation.

Transformational Leadership & Management

- High level of cultural acuity, emotional intelligence, empathy, integrity, and sense of humor.
- Charismatic and diplomatic, with the maturity, interpersonal skills, and intellect.
- Set priorities decisively, delegate responsibilities, assure accountability, and allocate resources appropriately to ensure sustainable results through excellent execution.
- Empowers and inspires staff to advance the day-to-day objectives of the strategic vision.
- Ability to lead by example and drive the organization’s performance with an attitude of continuous improvement by being open to feedback and self-improvement.

Fundraising & Business Development

- Proven ability to connect with high net-worth donors and community leaders.
- Significant experience with and/or aptitude to fundraise with individual, corporate, institutional, and foundation donors.
- Demonstrated ability to strategically partner in the development of transformative gift ideas while also managing a development program designed to build lifelong donor relationships at every level.
- Successfully engage Board of Directors in fundraising activities on an ongoing basis.
Position Specification

Ref: President & Chief Executive Officer
Greater Washington Community Foundation

Strategic Acumen

▪ Entrepreneurial and creative approach to developing new, innovative ideas that will best position the Foundation in its service to the community.
▪ Inclined to seek and analyze data from a variety of sources to support decisions and to align others with the organization’s overall strategy.
▪ Ability to measure and report on outcomes and impact of partnerships by ensuring the appropriate performance management systems and metrics are in place to track performance against agreed upon goals.

Passion & Shared Values:

▪ Absolute commitment and passion to racial and economic justice, and towards realizing a community that achieves fundamental fairness and equity for all.
▪ Will build an internal culture of trust, respect, compassion, transparency and strong internal communications.
▪ Deep and abiding passion for the city and greater Washington region.
▪ At its heart, The Community Foundation is about making a difference in the lives of the people of the region. The successful candidate will not only have earned the appropriate leadership credentials across their career, but be implicitly anchored by the core values of The Community Foundation.

Contact
Russell Reynolds Associates has been exclusively retained for this search and prospective candidates are invited to contact Russell Reynolds Associates directly. All inquiries and discussions will be considered strictly confidential. To apply for the role or submit a nomination, please reach out to:

TheCommunityFoundationCEO@russellreynolds.com

You may also contact:
Jamie Hechinger
Russell Reynolds Associates
1700 New York Ave NW #400
Washington, DC 20006
Direct: +1-202-654-7839
Jamie.hechinger@russellreynolds.com

Trevor Hooper
Russell Reynolds Associates
101 California Street | Suite 4200
San Francisco, CA  94111-5867
Direct: +1-415-352-3381
trevor.hooper@russellreynolds.com