Position Description for
Chief Executive Officer
The Peninsula Community Foundation of Virginia, Inc. (PCF)

Location:
PCF Offices – 48 West Queens Way, Hampton, VA 23669

Terms:
Fulltime, salaried position with a contract of an agreed-upon length with option to renew on an annual basis at the close of the agreed upon period – pending the agreement of both the individual and the Foundation Board of Directors.

Salary/Rate:
Compensation will be an annual salary and benefits at a level commensurate with experience and will be negotiated between the CEO and the Board of Directors.

About the Peninsula Community Foundation:
Since its founding in **2003**, the Peninsula Community Foundation (PCF) has served as a vital anchor for philanthropy on the Virginia Peninsula. Born from a desire to foster a more generous and collaborative community to improve the quality of life on the Peninsula, PCF was created to provide a trusted and flexible resource for individuals, families, and businesses to make a lasting impact. By acting as a central hub, we have been able to connect community-minded people with effective nonprofits and data-driven initiatives.

We serve those who serve our neighbors, and our work reflects our name: **P**artnerships, **C**apacity Building, and **F**inancial Possibilities.

Partnerships: We serve as a central hub, fostering relationships and identifying opportunities to solve complex challenges together. We primarily serve six municipalities: Hampton, Newport News, Poquoson, York County, James City County, and Williamsburg. We partner with individuals, families, nonprofits, and businesses, and we help them partner with one another.
Capacity Building: We empower local organizations to do more, and do it better, and we take on projects and programs for and with them that they cannot undertake alone. And our Center for Community Research helps us empower our region by ensuring decisions are data-driven and address the Peninsula's most pressing needs.
Financial Possibilities: As a trusted steward of charitable assets, we offer flexible giving ideas for individuals, families, businesses and organizations to help them provide financial resources for the causes they care most about. Every gift opens a window of possibility for our neighbors.

Our commitment to building strong partnerships, building capacity and empowering local organizations, and stewarding charitable assets for financial opportunities has enabled us to facilitate millions of dollars in grants and support, driving positive change across the region for over two decades.

About the CEO Role:
The Chief Executive Officer is the top-level executive responsible for the overall vision, leadership, management, and strategic direction of the Foundation. Reporting directly to the Board of Directors, the CEO ensures the Foundation's mission is achieved through effective administration, robust fundraising, and active, meaningful community engagement. This role requires a dynamic leader with strong, trusted relationships with leaders across the business, nonprofit, education and government sectors, capable of managing both the big-picture leadership role for a Foundation charged with serving the entire Peninsula region and improving the quality of life here, and the hands-on operational details inherent in successfully directing a smaller organization.

Position Responsibilities:

- **Strategic Leadership and Planning:**
    - Lead the development and execution of the organization's short and long-term strategic plans, ensuring alignment with the Foundation's mission and values.
    - Identify new opportunities for growth and community impact, positioning the Foundation as a thought leader in local philanthropy and community service.
- **Asset Development & Fundraising:**
    - Serve as the primary external face of the Foundation, effectively representing the organization to the public in all kinds of settings - in person, virtual, recordings and media appearances - and before groups of varying sizes and composition: donors – individuals and families and other foundations; other nonprofits, business and education leaders, government leaders – especially across the Foundation's six-municipality service area. Must be able to communicate with ease and confidence the Foundation's mission and primary messages.
    - Serve as the primary written voice for the Foundation for formal communications externally (press releases, articles for periodicals both print and online, blogs, op-eds, etc.) and for Foundation communications with our primary audiences (newsletter articles, website language, letters and emails with donors and fundholders, emails and contracts with partners, requests for funding, contracts and proposals for research projects).
    - Develop, manage, and implement the Foundation's fund development plan, actively cultivating and stewarding relationships with major donors, foundations, and corporate partners.
    - Ensure the long-term financial stability and growth of the Foundation's assets and endowment.

- **Financial Management & Operations:**
    - Oversee all day-to-day operations, including finance, human resources, technology, and grant administration.
    - Develop and manage the annual budget, monitor cash flow, and ensure adherence to all financial policies, internal controls, state/federal regulations and foundation-industry best practices.
    - In partnership with the CFO, oversee the annual audit process and provide the Board with timely and accurate financial reports.
    - Ensure the Foundation's policies and procedures remain timely and in keeping with best practice
    - Oversee the management and maintenance of the Foundation's facilities – the building which the Foundation owns and the grounds surrounding it; the contracts and services supporting the building and its operations

- **Board Governance & Relations:**
    - Work closely and openly with the Board of Directors, ensuring members have all necessary information to make informed decisions. Make periodic reports to the Board and routinely report to and be supervised directly by the President of the Board including periodic performance reviews.
    - Support the Board in its development, recruitment, and community engagement efforts, serving as the primary link between the Board and staff.

- **Community Engagement & Relations:**
    - Build and maintain strong, collaborative relationships with community organizations, local leaders, and stakeholders to address community needs.
    - In partnership with the Director of Communications and Give Local 757, oversee the Foundation's communications, marketing and public relations strategy to enhance visibility and public awareness of its mission and impact.

- **Personnel Oversight and Direction:**
    - Provide thoughtful motivation, mentoring and supervision for the Foundation's professional staff, interns and contractors
    - Pursue opportunities for professional development for the staff to grow their experience and capabilities, and to strengthen the capacity of the Foundation and ensure adherence to best practices
    - Provide annual performance reviews for all staff members

Qualifications and Experience:

- Proven success in a senior leadership role (CEO or Executive Director) within a non-profit, foundation, or related sector for at least five years, preferably in the Peninsula area of Virginia. Strong, trusted relationships with leaders in community governments, businesses, nonprofits and education a plus.
- Demonstrated experience in fundraising, donor stewardship, and managing complex budgets.
- Strong business acumen and experience in strategic planning, organizational growth, and operational management.
- Proven success in diplomatic and creative problem-solving, nuanced thinking and communicating.
- Exceptional written, oral, and public speaking skills; a persuasive and passionate communicator.
- Experience and confidence working with CRMs, office project management software and various basic technology used in nonprofit office environments a plus.
- Ability to work effectively with and lead a diverse team and Board of Directors, fostering a positive and inclusive work culture. Proven success as a motivator, mentor and manager for personnel.
- A bachelor's degree is required; an advanced degree in a related field is preferred.